



**OUR VISION:**

*To be the acknowledged leader in public assembly venue management in the region*

**OUR MISSION:**

*To enhance the livability and economic vitality of the metropolitan region through sound stewardship, expert management and creative development of the region's public assembly venues*

**OUR VALUES:**

*Respect ~ Excellence ~ Teamwork ~ Innovation ~ Community*

<b>Job Title</b>	Setup Supervisor - Senior	<b>Bargaining Unit</b>	Non-represented
<b>Functional Job Family</b>	Operations	<b>Classification #</b>	8185
<b>FLSA</b>	<input checked="" type="checkbox"/> Exempt – Executive/ Supervisory <input type="checkbox"/> Non-Exempt	<b>Salary Grade #</b>	323
<b>Position Status</b>	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<b>Revision Date</b>	May 2007

**Classification Description:**

Supervise and coordinate the activities of set-up supervisors and the staff involved in custodial services and event set-up and tear-down. Implement appropriate policies, programs and services to ensure effective utilization of resources and regulatory compliance.

**Duties and Responsibilities:**

To perform this job successfully, an individual must be able to perform each essential duty and physical demands satisfactorily with or without a reasonable accommodation.

1. Supervises, prioritizes, assigns, and reviews the work of staff involved in custodial services and the set-up, tear-down and clean-up of events.
2. Plans and prepares employee work schedules; assists in establishing work schedules and methods for the set-up of events.
3. Performs and assists with cleaning duties and event set-ups and tear-downs.
4. Meets, and coordinates work, with clients, promoters, exhibitors, vendors and contractors.
5. Coordinates activities with other departments to ensure services are appropriate and performed in an efficient and timely manner.
6. Maintains department supplies and equipment; orders supplies, materials and equipment as needed.
7. Provides ongoing inspection of building and grounds; identifies building needs and initiates corrective action.
8. Supervises, assigns, and reviews the work of set-up supervisors; assists department management to achieve departmental goals through the leadership of subordinate supervisors.
9. Provides leadership and guidance regarding supervision of custodial/set-up staff.
10. Manages inventory of supplies, materials and equipment.



11. Coordinates the work of department employees to ensure effective and efficient use of resources; ensures work is performed according to, and within, budget.
12. Assists department management to achieve departmental goals through the leadership of subordinate supervisors.
13. Ensures work is performed in compliance with codes, ordinances, regulations, and other requirements, including but not limited to, Leadership in Environmental and Energy Design Certification (LEED), and OSHA.

**Secondary Functions:**

1. Assists in formulating labor and material billings for events.
2. Other duties which may be necessary or desirable to support the agency's success.

**Supervisory Responsibilities:**

This position achieves success through subordinate supervisors, by ensuring they have the necessary leadership and tools to achieve success. The incumbent is responsible to carry out the full spectrum of management responsibilities in accordance with the agency's policies and applicable laws, and ensure subordinate supervisors also carry out supervisory duties appropriately. Responsibilities include hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Education and/or Experience; Certificates, Licenses, and Registrations:**

A minimum of three (3) years of experience in custodial or set-up work in a similar facility, and a minimum of two (2) years of lead or supervisory experience and a High School Diploma or G.E.D.; or an equivalent combination of education, experience and training that would provide the knowledge, skills and abilities required for the successful performance of the essential job duties.

**Additional requirements:**

Current and valid driver's license issued in the state of residence  
May be required to obtain a current and valid forklift certification

**Knowledge, Skills and Abilities:**

- Materials, methods, practices and equipment used in custodial services and event set-up and clean-up services
- Pertinent Federal, State and local laws, codes and regulations that affect and impact department
- Guide and motivate staff, including skill in coaching subordinate supervisors in dealing with employee issues
- Work effectively with information management systems, and adapt quickly to system changes and updates
- Analyze information and use logic to resolve issues and problems



- Read and interpret schematics, drawings and blueprints
- Manage staff and resources in an effective and efficient manner
- Establish and maintain cooperative working relationships with all persons contacted in the course of work
- Communicate clearly and concisely, both orally and in writing
- Prioritize and multi-task; must be organized and flexible to change course of work/projects as circumstances dictate
- Work nights, weekends and holidays

**Physical Demands / Work Environment:**

- Continuously required to stand and/or walk for extended periods of time; perform repetitive motions of hands and wrist; hear and/or respond to verbal/audio cues; see and/or respond to visual cues; lift, push, pull and/or carry objects up to 10 pounds
- Frequently required to lift, push, pull and/or carry objects up to 25 pounds; work near or around moving mechanical parts
- Occasionally required to stoop, kneel, crouch or crawl; twist and/or bend; reach with hands and arms; exposed to outdoor weather conditions; exposed to blood or other human bodily fluids
- Rarely required to sit for extended periods of time; climb and/or balance; lift, push, pull and/or carry objects up to 100 pounds; exposed to toxic or caustic chemicals; fumes or airborne particles

*“MERC believes that each employee makes a significant contribution to our overall success. That contribution should not be limited by the assigned responsibilities. Therefore, this Classification Description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent or MERC, to just the specific work identified. It is our expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of our endeavors.”*

APPROVED:

_____	_____
MERC General Manager	Date
_____	_____
MERC Human Resources Manager	Date