

METROPOLITAN EXPOSITION RECREATION COMMISSION

~~Resolution No. 97-64~~

*Not a resolution
just a report
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Approving a new personnel classification of Assistant Operations Manager - Housekeeping and Setup in the Operations Department at the Oregon Convention Center, effective July 1, 1997.

The Metropolitan Exposition Recreation Commission finds:

1. That increased OCC event activity as well as OCC goals and objectives relating to superior customer service necessitate increased client servicing, increased staffing and increased housekeeping needs.
2. That additional job duties and responsibilities of the Senior Setup Supervisor position more align themselves with an Assistant Operations Manager classification.
3. That the Commission has the authority to create new positions as it deems necessary to carry out the day to day operations of its facilities.
4. That there is minimal impact on the FY 1997-98 OCC budget impact as the Senior Setup Supervisor position will be reclassified to the new Assistant Operations Manager - Housekeeping and Setup.

BE IT THEREFORE RESOLVED that the Metropolitan Exposition Recreation Commission approves the addition of an Assistant Operations Manager - Housekeeping and Setup classification for the Oregon Convention Center, effective July 1, 1997.

Passed by the Commission on December 10, 1997.

APPROVED AS TO FORM:
Daniel B. Cooper, General Counsel

WITHDRAWN

Chair

By: Kathleen Pool, Sr. Assist. Counsel

Secretary-Treasurer

Metropolitan Exposition-Recreation Commission

Class No.: 808926
Title: Assistant Operations Manager
Housekeeping and Set-up
Range: 53
FLSA: Exempt

Established:
Revised: 12/97

EEO:
AA:

GENERAL STATEMENT OF DUTIES:

Under the direction of the Operations Manager, plans, supervises and monitors the activities and operations of all aspects of housekeeping and setup. Plans and coordinates the work of subordinate personnel. Works with other departments to coordinate event and maintenance workload.

SUPERVISION RECEIVED:

Supervision is received from the Operations Manager.

SUPERVISION EXERCISED:

Exercises direct supervision over Set-up Supervisors.

EXAMPLES OF ESSENTIAL DUTIES:

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks which an employee in this classification may be expected to perform.

- Establish schedules and methods for the set-up of MERC facilities for scheduled events; meet with promoters, event managers, contractors, technical directors and tenant groups; implement policies and procedures.
- Plan, prioritize, assign, supervise and review the work of Set-up Supervisors involved in the event set-up and clean-up operation. Coordinate work with event managers and utility crews to effectively plan facility setup and tear down of events.
- Develop and implement standards for set-up, housekeeping and maintenance including acceptable levels of service, appearance, and timelines. Evaluate performance on an on-going basis. Prepare quarterly reports to management.

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Class No.:

808926

Title:

Assistant Operations Manager - Housekeeping and Set-up

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL, ABILITY:

- Knowledge of materials, methods, practices and equipment used in event set-up and clean-up services.
- Knowledge of principles of supervision, training and performance evaluation.
- Knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Knowledge of principles and practices of budget preparation.
- Ability to plan and implement ongoing facility set-up programs and activities.
- Ability to supervise, train and evaluate assigned staff.
- Ability to recommend and implement goals, objectives and practices for providing effective and efficient services.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work.
- Ability to communicate effectively with potential clients, current clients and department heads over issues and timeframes.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Ability to interpret and apply OSHA regulations.
- Ability to operate equipment used in maintenance of facilities such as forklifts, floor scrubbers, compactor, paint stripper and other maintenance equipment.
- Ability to work independently and as a member of a team.
- Ability to communicate clearly and concisely, both verbally and in writing.
- Ability to use personal computer
- Ability to prepare clear and concise reports.

EXPERIENCE AND TRAINING:

High school diploma/GED. Formal or informal education or training which ensures the ability to communicate at a level necessary for successful job performance. Three years experience supervising custodial and/or set-up crews; or any combination of education and experience which would provide the candidate with the desired knowledge, ability and skills required to perform the job. Possession of, or ability to obtain, an appropriate and valid driver's license. Possession of, or ability to obtain, a current Cardio Pulmonary Resuscitation certificate.