

Title: Operations Support Supervisor II - TLC
PG: 36
Status: Non-Civil Service
Position Reports to: Designated Supervisor
Department: Lakeland Center

Class Code: 803205
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

Highly responsible supervisory work involving direction and supervision of the event operations, building maintenance and repair. Work may include the responsibility for overseeing and coordinating the activities performed by subordinate employees. Employees in this classification may serve as lead workers in a lower or equal grade. Work is carried out according to definite plans or instructions furnished by a supervisor and are reviewed during progress and upon completion to maintain performance according to established standards.

ESSENTIAL FUNCTIONS:

1. Provides technical assistance as needed in various areas.
2. Directs, supervises, and participates in all aspects of event operations which includes; set-ups, production, safety, maintenance and repair of building grounds along with arena ice equipment.
3. May plan and coordinate with promoters, managers and touring entourage of shows.
4. Maintains electrical, plumbing, flooring, and janitorial services.
5. Write requisitions for supplies.
6. Changes out light fixtures and other required light electrical duties.
7. Performs various personnel related functions.

ADDITIONAL RESPONSIBILITIES:

1. Must be available to work days, evenings, weekends and required holidays.
2. May assist with set-up for rentals.
3. May supervise field readiness for scheduled rentals.
4. Assists in compiling bid specifications.
5. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of management/supervisory principles, practices and techniques.
2. Knowledge of building management and maintenance.
3. Knowledge of computerized management system, as well as basic computer skills..
4. Knowledge of the practices, methods, techniques, materials, tools, equipment and processes of one or more of the building or mechanical trades.
5. Knowledge of the hazards and safety precautions applicable to area of assignment.
6. Knowledge of construction, layout, and maintenance of building.
7. Ability to work under pressure to effectively meet deadlines as well as develop and execute plans, assess manpower needs, manage and supervise others effectively.
8. Ability to read and comprehend technical and professional manuals and journals, procedures; safety instructions; instructions, memos, letters; blueprints, schematics, layouts.
9. Ability to write reports evaluations, financial report, memos, procedures and policies.
10. Ability to perform general mathematical computation.
11. Ability to speak clearly and concisely to relay instructions, information, data and details to layman/employees, and establish effective working relationships with co-workers, other city employees and the general public.
12. Ability to layout, assign and review the work of unskilled and semi-skilled maintenance workers.
13. Knowledge of safety and security procedures and policies.

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WORKING ENVIRONMENT/CONDITIONS:

Requires manual labor work that involves extensive walking bending, squatting, climbing, running and standing some of the time, exerting up to 100 pounds of force on a recurring basis, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects and routine keyboard operations.

The job risks exposure to extreme cold/heat temperatures, adverse weather conditions, toxic fumes and noxious odors.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, grasp, feel, reach, lift, push, carry, pull and climb and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. High school diploma or vocational school graduate.
2. Two (2) years supervisory experience.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. Completion of City University Level one (1) or completion within twelve (12) months.

SPECIAL REQUIREMENTS:

1. Must maintain a valid home telephone number.
2. Must be willing to be available for call-out, as required by the employing division.
3. May be required to pass and maintain qualification for:
4. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.