

Title: Lakeland Center Operations Manager
PG: 56
Status: Non-Civil Service
Position Reports to: Lakeland Center Director
Department: The Lakeland Center

Class Code 8003
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is responsible supervisory work in planning and directing the operation, maintenance, event preparation, security and custodial activities at the Lakeland Center. Work involves responsibility for planning, scheduling and organizing, through subordinate supervisory personnel, the work of custodial, semi-skilled and skilled employees engaged in cleaning, maintaining, operating, setting up and limited repairing of the facilities and physical plant of the Lakeland Center. Considerable important coordination and consultation with management personnel and outside organizations are required to meet the end objective. Work is carried out under the general supervision of the Lakeland Center Director and Assistant Director, and is reviewed through conferences, reports and inspection of facilities.

ESSENTIAL FUNCTIONS:

1. Plans, organizes and directs the work of supervisory personnel engaged in supervising the operation, maintenance, repair, cleaning and security of the physical plant, including the heat and/or air conditioning, ice manufacturing equipment and setting up of facilities in preparation for events at the Civic Center.
2. Confers and acts as liaison with those using the facilities relative to layouts and other physical arrangements for events at the Civic Center.
3. Develops and implements work performance and safety standards; approves work schedules; sets priorities and inspects work while in progress and upon completion.
4. Participates with supervisors in the selection, placement and promotion of subordinates; organizes and executes training and safety programs; assists subordinate supervisory staff with personnel problems.
5. Supervises and participates in the maintenance of records; preparation of reports and requisitioning of supplies, tools, materials and equipment.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of building operation and maintenance.
2. Knowledge of philosophy and objective of Lakeland Center operations.
3. Ability to promote, direct and supervise comprehensive center programs.
4. Ability to organize, supervise, and evaluate the effective utilization of a Lakeland Center facility of considerable diversity.
5. Ability to establish good relationships with community leaders and to use direction and discretion in disciplinary problems.
6. Ability to delegate sufficient authority to subordinates to carry out assigned responsibilities.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, routine keyboard operations.
The job risks exposure to loud music, pyro, and extensive hours during peak season; no significant environmental hazards; bright/dim light.
The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

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QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):

1. High school diploma or its equivalent
2. Three (3) years experience in building and facilities operations with at least three (3) years in a supervisory capacity.
3. An equivalent combination of education and experience which is directly related to the foregoing specific requirements may be substituted.
4. Completion of City University Level two (2) or completion within twelve (12) months.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a home telephone.
2. Must possess and maintain a valid state of Florida driver's license.
3. 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.