

**Title:** Event Setup Supervisor  
**PG:** 31  
**Status:** Non Civil Service  
**Position Reports to:** Designated Supervisor  
**Department:** The Lakeland Center

**Class Code:** 3063  
**Date:** 11/09

### **GENERAL DESCRIPTION OF CLASS:**

This is supervisory and participatory work in the maintenance, repair, cleaning and set-up of facilities for events at the Lakeland Center. Work schedule varies with days, evenings and weekend shifts. Work involves responsibility for supervising and participating in the work groups of semi-skilled and unskilled personnel engaged in cleaning and maintaining the facilities, and in the construction of various set-ups needed for scheduled events. Work is performed under the direct supervision.

### **ESSENTIAL FUNCTIONS:**

1. Organizes, assigns and supervises and participates in the work of semi-skilled and unskilled personnel engaged in setting up and erecting stages, tables, chairs, and other projects needed for events.
2. Oversees the cleaning of the facilities and supervises subordinates in various maintenance projects, such as painting, waxing, sealing and other jobs related to The Lakeland Center.
3. Assists his/her designated supervisor in planning and scheduling the work activities.
4. Keeps track of assigned crews and sees that all duties are carried out.
5. Operates equipment and trucks including cleaning and maintenance equipment.
6. Works with and supervises full and part time staff in general overall maintenance and cleaning the facility as directed. Accepts responsibility for their work while under his or her direction.
7. Constructs set-up of events requiring ability to follow plan layouts.
8. Responsible for completing daily checklist and submitting it to his/her designated supervisor.
9. Works late nights, early morning, weekends and holiday hours when needed to make set-ups or clean-ups.

### **ADDITIONAL RESPONSIBILITIES:**

1. Performs related work as required.

### **KNOWLEDGE, SKILLS & ABILITIES:**

1. Knowledge of types and uses of common hand tools, materials and standard equipment used in maintenance, construction and repair.
2. Knowledge of safety regulations required around all mechanized construction and maintenance equipment.
3. Skill in the use of basic hand tools and the operation of small power equipment.
4. Ability to understand and carry out specific oral and written instructions.
5. Ability to perform manual tasks involving physical strength and endurance under variable weather conditions.
6. Ability to supervise a variety of employees with varying degrees of skill.
7. Ability to communicate with clients during events as well as the public.
8. Ability to operate maintenance equipment including forklift, extractor, and Zamboni.
9. Ability to read and understand blue prints and other technical diagrams.
10. Ability to establish and maintain effective relationships with employees, supervisors and general public.

### **WORKING ENVIRONMENT/CONDITIONS:**

Involves walking, sitting, standing, stooping, reaching, stretching and lifting 25 pounds occasionally.

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Occasionally may be exposed to warm/cool temperatures, fumes, possible electric shock, moving machinery, unpleasant odors and wet conditions

The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. High school or vocational school diploma or equivalent.
2. Two (2) years of supervisory experience to include maintenance, and/or construction work.
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. May be required to maintain a valid Florida Class E license.
2. Must maintain a current phone number.
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.