



Job Title:	Operations Lead
Status:	Non-Exempt, Salaried
Base Salary:	\$36,000-\$42,000 (+State Retirement 17.9% match)
Comp Package:	\$48,000-\$52,000
Benefits	Medical, Voluntary Dental & Vision for employee and dependents as per MCCC policies, State Public Employee Retirement Membership (17.9% match), life insurance, vacation, sick leave, Holidays as per MCCC personnel policies.

Position Overview:

Employee is responsible for oversight of operations staff. Plans, organizes, directs, schedules, and participates in the maintenance and operations of Coliseum facilities including event set-up conversions, custodial, and general building maintenance operations of Coliseum-owned facilities. Actions are normally determined by specific instructions from the Director of the Department or by following defined procedures, methods, and practices.

Essential Duties and Responsibilities

Duties and Responsibilities may include, but are not limited to, the following:

- Oversee operations staff and labor calls. Provide guidance and direction; identify training needs, recommend policy, procedures, and personnel changes.
- Assist department director in scheduling operations staff to support event set ups and tear downs. Not uncommon to do multiple events at once. Ability to convert events to events in short windows of time.
- Assist in the set-up of various events staged within Arena or Convention Center. Assemble and disassemble staging, understanding and setting table and chair diagrams. Prioritize set up for multiple events and schedule operations projects. Checking the set ups prior to client arrival for completion and accuracy.
- Sweeps, vacuums, and mops floors and stairways. Gathers and disposes of rubbish and waste materials by hand or with the use of powered equipment.

- Observes appearances and conditions of premises and equipment; reports needed repairs and safety hazards.
- Scrubs, strips, sanitizes, waxes, and buffs floors and washes walls, ceilings, woodwork, windows, mirrors, and light fixtures.
- Follows all safety precautions and Commission policies and procedures.
- Ensures compliance with applicable building and safety codes.

Minimum Qualifications

Knowledge of:

- Knowledge of event operations & standard methods, practices, tools, and equipment of the janitorial service.
- Principles and practices in facility maintenance management.
- Safety regulations, codes, and safe work practices.

Ability to:

- Supervise, plan, coordinate, schedule and participate in the maintenance operations of Coliseum facilities.
- Lift up to 50lbs, bend, climb, and walk.
- Work in inclement weather and at various heights.
- Perform a broad range of supervisory responsibilities of others.
- Be physically and mentally fit to respond to emergency situations.
- Work a flexible work schedule including evenings and weekends.

Working Conditions

- Essential functions maintaining physical condition necessary for walking, standing, lifting stage equipment, or sitting for prolonged periods of time; performing data entry functions. Must be willing to work such hours as are necessary to accomplish the job requirements.

Experience

- Five (5) years of related experience including two (3) years of supervisory experience, or any equivalent combination of education and experience. Three years' increasingly responsible experience in facilities management is preferred.