

POSITION TITLE: Director of Operations and Event Services

ORGANIZATION: @the Grounds (formerly Placer County Fairgrounds)

STATUS: Full Time/ Exempt

REPORTS TO: General Manager

Project Overview

Placer Valley Sports Complex (PVSC) has entered into a long-term agreement with Placer County to renovate, invigorate and manage the rebranded @the Grounds property (a 60-acre events center formerly known as Placer County Fairgrounds) in the heart of Roseville, CA. The site consists of a total of more than 25,000 sq. feet of meeting and exhibit space, a grandstand speedway, animal barns, RV Park and grounds. @the Grounds has just completed a multi-million-dollar renovation and is in the process of expanding its facility operations to include an indoor sports complex.

Job Summary

To ensure the sustainable operation and management of the event buildings, facilities and image of @the Grounds; to rebrand the facility as a premier convention, meeting, event, festival, fair and celebration destination with an emphasis on creating a year-round maintenance, training and facilities-wide-preservation program; to be the problem-solver with maintenance or event issues.

Duties & Responsibilities

The Director of Operations and Event Services will oversee the daily operations of the facility and must have the proven maintenance skills for, but not limited to: HVAC, plumbing, electrical, audio/visual, maintenance, operations, capital projects and department budgeting. The Director of Operations and Event Services will oversee the department personnel, budgets and be responsible for future financial forecasting, equipment, materials and overall financial needs of the facility. The Director of Operations and Event Services is also expected to attend night and weekend events and develop and manage all training programs. The Director of Operations and Event Services is expected to be on-site Tuesday through Saturday to be present for events.

- Operate and maintain the facility in compliance with all State, Federal and local laws and policies
- Ensure the facility and grounds are presentable, well-maintained, and up to codes/standards in order to meet the general needs of users and the expectations of the Board and the County
- Make recommendations for capital improvements and request appropriations as needed
- Ensure the appropriate operation and maintenance of the onsite RV facilities by working with the on-site RV host and hostess
- In coordination with Human Resources, handle recruitment of facility staff
- Oversee all permanent full time, part time and temporary/seasonal employees – including all probation and adult work-release personnel assigned to the site for community service
- Ensure facility maintenance employees are trained to perform their duties and follow all safety procedures
- Plan, assign, and supervise daily workload of grounds maintenance staff as well as coordinate personnel from County programs

- Respond to all emergency operational issues
- Assist with emergency use of the facility for County evacuations or emergency response situations
- Maintain departmental staff records; administer performance evaluations and disciplinary action in accordance with policy and procedures
- Develop and administer a yearly budget to the satisfaction of the General Manager, with monthly updates and forecasts for expenditures
- Resolve issues and/or conflicts as they arise
- Create, review and implement preventative maintenance schedules as well as safety/risk management policies for the facility and its staff

Requisite Skills

- At least five (5) years of hands-on facilities operation management experience
- Ability to manage excellent customer relations with the diverse population of patrons that use the facility
- Ability to use a scheduling system to effectively manage tasks and other event-related documents
- Strong organization skills, including the ability to manage multiple priorities and simultaneous events
- Ability to be hands-on during event set-ups and able to work with the sales staff to provide the clients all contracted items on time
- Ability to manage large events, with potentially high stress incidents, while under public scrutiny
- At least five (5) years of supervisory experience
- Patience, determination, and the ability to manage change and pressure successfully
- Ability and willingness to provide hands-on assistance alongside staff before, during and post events
- College degree preferred; High school or GED AS WELL AS nine (9) years of required educational and supervisory experience can substitute for a degree
- Ability to perform and supervise facility maintenance projects; Must be able to demonstrate knowledge and understanding of large facility operations including HVAC, lighting, etc.
- Ability to work around animals typically found in a County fair/4-H environment (horses, cattle, pigs, dogs, etc.)

Preferred Qualifications

The right candidate should be highly organized with a proven track record of working with and contracting with various stakeholders and partners; developing and maintaining the training program; procuring building equipment and materials.

- A degree in business, public administration, construction management, engineering, architecture field or other closely related field
- Direct experience in festival and event production
- Experience in construction/ renovation projects
- Experience in facilities maintenance
- Experience in heavy construction management
- Familiarity with fairs, 4H and FFA programs

This job description/posting describes the general purpose and responsibilities assigned to this job and are not an exhaustive list.

Salary and Benefits

Full-time, salaried position. Competitive salary, bonus package including full benefits.

To Apply

Submit Cover Letter and Resume to gabrielle@atthegrounds.com