



OUR VISION:

To be the acknowledged leader in public assembly venue management in the region

OUR MISSION:

To enhance the livability and economic vitality of the metropolitan region through sound stewardship, expert management and creative development of the region's public assembly venues

OUR VALUES:

Respect ~ Excellence ~ Teamwork ~ Innovation ~ Community

Job Title	Setup and Operations Supervisor	Bargaining Unit	Non-represented
Functional Job Family	Operations	Classification #	8245
FLSA	<input checked="" type="checkbox"/> Exempt – Executive/Supervisory <input type="checkbox"/> Non-Exempt	Salary Grade #	322
Position Status	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Revision Date	May 2007

Classification Description:

Supervise and coordinate the work of staff involved in event set-up and tear-down and custodial services.

Duties and Responsibilities:

To perform this job successfully, an individual must be able to perform each essential duty and physical demands satisfactorily with or without a reasonable accommodation.

1. Supervises, prioritizes, assigns, and reviews the work of staff involved in custodial services and the set-up, tear-down and cleanup of events.
2. Plans and prepares employee work schedules; assists in establishing work schedules and methods for the set-up of events.
3. Performs and assists with cleaning duties and event set-ups and tear-downs.
4. Meets, and coordinates work, with clients, promoters, exhibitors, vendors and contractors.
5. Coordinates activities with other departments, ensures services are appropriate and performed in an efficient and timely manner.
6. Maintains department supplies and equipment; orders supplies, materials and equipment as needed.
7. Provides ongoing inspection of building and grounds; identifies building needs and initiates corrective action.
8. Ensures work is performed in compliance with codes, ordinances, regulations, and other requirements, including but not limited to, Leadership in Environmental and Energy Design Certification (LEED), and OSHA.

**Secondary Functions:**

1. Provides assistance to exhibitors during move-in and move-out as needed.
2. Other duties which may be necessary or desirable to support the agency's success.

Supervisory Responsibilities:

This position functions primarily as a first-line supervisor, ensuring subordinate staff have clear work direction and guidance. The incumbent is responsible to carry out the full spectrum of supervisory responsibilities in accordance with the agency's policies and applicable laws. Responsibilities include hiring and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Education and/or Experience; Certificates, Licenses, and Registrations:

A minimum of three (3) years of experience in set-up work in a similar facility, and a minimum of one (1) year of lead/supervisory experience and a High School Diploma or G.E.D.; or an equivalent combination of education, experience and training that would provide the knowledge, skills and abilities required for the successful performance of the essential job duties.

Additional requirements:

Current and valid driver's license issued in the state of residence
May be required to obtain a current and valid forklift certification

Knowledge, Skills and Abilities:

- Materials, methods, practices and equipment used in custodial services and event set-up and clean-up services
- Guide and motivate staff
- Operate equipment used in the operations of assembly facilities, such as forklifts, cleaning equipment, compactors, etc.
- Analyze information and use logic to resolve issues and problems
- Read and interpret schematics, drawings and/or blueprints
- Manage staff and resources in an effective and efficient manner
- Establish and maintain cooperative working relationships with all persons contacted in the course of work
- Communicate clearly and concisely, both orally and in writing
- Prioritize and multi-task; be organized and flexible to change course of work/projects as circumstances dictate
- Work nights, weekends and holidays

Physical Demands / Work Environment:

- Continuously required to lift, push, pull and/or carry objects up to 10 pounds; hear and/or respond to verbal/audio cues; reach with hands and arms; see and/or respond to visual cues



- Frequently required to view computer monitors; stand and/or walk for extended periods of time; twist and/or bend; perform repetitive motions of hands and wrist; lift, push, pull and/or carry objects up to 25 pounds; work near or around moving mechanical parts
- Occasionally required to stoop, kneel, crouch or crawl; exposed to fumes or airborne particles; extreme cold or heat; blood or other human bodily fluids
- Rarely required to sit for extended periods of time; climb and/or balance; lift, push, pull and/or carry objects up to 100 pounds; work near or around moving mechanical parts; work near or around electricity; exposed toxic or caustic chemicals

“MERC believes that each employee makes a significant contribution to our overall success. That contribution should not be limited by the assigned responsibilities. Therefore, this Classification Description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent or MERC, to just the specific work identified. It is our expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of our endeavors.”

APPROVED:

MERC General Manager

Date

MERC Human Resources Manager

Date