

EVENT SERVICES CREW LEADER

Position Code: 1665
WC Code: 9015
FLSA Status: Non-Exempt
Pay Grade: 349
Location: Recreation
Approval Date: 2019

General Statement of Duties

Performs responsible semi-skilled and skilled work in the coordination of meeting space, setting up rooms, and maintenance of the Charles Mack Citizen Center.

Distinguishing Features of the Class

An employee in this class is responsible for leading a small crew of workers, full-time and part-time, engaged in the planning, daily maintenance of the building, and performs technical work, as well as maintenance tasks. Schedules full and part-time maintenance staff. Work also includes coordination with office staff and customers on room set-up and logistics, setting up audio-visual equipment, and technology. Work also involves ensuring that all employees abide by all safety rules and regulations and use care and accuracy in handling of chemical cleaning supplies and heavy equipment. Requires on call and call back duties; requires considerable customer contact requiring tact and courtesy and problem-solving ability. Work subjects the employee to inside and outside environmental conditions, noise, vibration, hazards associated with maintenance work, fumes, chemicals, mists, gases and oils. Duties may also expose the employees to human body fluids and thus the work is subject to the OSHA requirements on blood borne pathogens. Work is performed under the general supervision of the Center Supervisor and is reviewed by observation of quality and quantity of work completed and timeliness of completion.

Duties and Responsibilities

Coordinates set-up with office personnel and customers; participates in the arranging of rooms for citizens to use for a variety of events such as meetings, receptions, family reunions and theater presentations; coordinates weekly and daily room schedule for reservation; follow pictured lay-outs and sets up rooms; moves tables and chairs and sets up; coordinates standard arrangements for room when not in use; stores excess tables and chairs; may set up room in various layouts several times in a day, depending on volume of usage.

Coordinates and prepares audio-visual and other technology equipment for presentations, meeting, theater, etc.; insures proper security, set-up and storage of equipment; performs sound and light responsibilities in the auditorium.

Coordinates, supervises, and prepares schedules for full-time and part-time maintenance staff; trains in job duties, including safety procedures; meets with supervisor frequently to solve complex problems, set priorities and deadlines; and provide information and receive guidance concerning performance issues of subordinate staff.

Assists visitors with logistical issues and problems; participates in problem solving.

Supervise and assist staff with general and in-depth cleaning of facility.

Supervises and conducts inspections of facility and grounds daily, monthly, semi-annually, and annually to insure that all areas are clean and maintained to expected standards.

Maintains inventory of supplies and places order when needed; also includes equipment and tools necessary to perform maintenance of facility.

Supervises and participates in the general routine maintenance of the facility, which may include minor construction and repairs, plumbing, electrical, painting, HVAC, pool repairs, etc.

Access E-Mail & computer programs which will include daily set-ups of rooms, schedules of the room, supply inventory, staff schedules.

Supervises and participates in daily inspection of the swimming pool; records chemical and temperature levels; manually reads chemicals and adjusts chlorine and ph when necessary; maintains proper pool water level; and maintains pool records for the county health department.

Meets with service contractors, vendors and inspectors.

Performs other duties as requested.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Thorough knowledge of methods, cleaning chemicals and supplies and equipment used in building and grounds maintenance work.

Considerable knowledge of safety equipment and procedures required in performance of duties.

Considerable knowledge of the use, storage, preparation and operation of a variety of audio-visual and related technology equipment.

Ability to participate in problem-solving of logistics issues.

Ability to oversee and review work activities of maintenance staff.

Ability to understand and follow oral and written instructions.

Ability to use varied equipment required in performance of duties.

Ability to work with a wide variety of visitors in a courteous and tactful way.

Ability to establish and maintain effective working relationships with other employees, superiors, and the general public.

Ability to keep records.

Working knowledge of the occupational hazards and safety precautions of the work.

Ability to keep records.

Physical Requirements

Must be able to perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, and repetitive motions.

Must be able to perform heavy duty work, exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Must possess the visual acuity to make visual inspection of work assigned and completed, operate equipment in the performance of maintenance tasks.

Minimum Education and Experience

High School Diploma or GED and one to three years of related experience.

Special Requirement

Possession of valid North Carolina Driver's license.

Possession of or ability to obtain Certified Pool Operators License from National Aquatics Society within 2 years of hire.