

EXPOSITION CENTER SUPERINTENDENT

FUNCTION OF THE JOB

Under direction, leads maintenance and repair efforts of buildings and equipment at the Exposition Center and leads preparation activities for events; supervises Exposition Center Worker and seasonal staff; performs other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Prepares for events by reviewing event setup and ensures requested equipment is available and arranged per the lease agreement.
2. Ensures event set up is in compliance with building safety and fire codes.
3. Organizes and performs set-up for events by arranging tables, chairs, podiums, sound systems, and other items in accordance with the lease agreements.
4. Serves as a representative of the Exposition Center to lessees during major events by ensuring proper operation of the facility, compliance with lease agreements, and the resolution of questions or concerns expressed.
5. Selects, trains, schedules, supervises, and evaluates the Exposition Center Worker and seasonal staff; assists Exposition Center Manager in handling personnel issues and recommends appropriate disciplinary measures.
6. Plans, organizes, directs, and performs semi-skilled maintenance and repair on buildings and plumbing, heating, sound, and electrical systems.
7. Manages and tracks maintenance and repairs through the maintenance software program.
8. Orients and trains employees in proper maintenance procedures.
9. Instructs employees in safety practices and procedures and assures that they are being followed.
10. Gives technical advice to other maintenance employees as needed and identifies problem cases to be referred to contractors or skilled craft employees.
11. Within established guidelines, schedules temporary and regular maintenance employees in accordance with event schedules and the needs of the complex.
12. Performs preventative maintenance on equipment, facilities, and grounds.
13. Maintains inventories of maintenance and restroom supplies, and requisitions supplies as needed.
14. Operates and maintains tools, power equipment, tractors, and trucks.
15. Operates equipment for snow removal operation, including sanding and deicing.
16. Prepares and maintains detailed records and reports.
17. Performs cleaning and building security duties as needed.
18. Establishes and maintains effective working relationships with the staff and the public.
19. Maintains prompt, predictable, and regular attendance.
20. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Comprehensive knowledge of the management, practices and procedures used in the operation and maintenance of Exposition Center buildings and grounds.
2. Comprehensive knowledge of the materials, equipment, tools, and materials used in cleaning and maintaining buildings.
3. Considerable knowledge of the tools, equipment, materials, methods, and practices used in construction repair and mechanical maintenance work.
4. Considerable knowledge of occupational hazards and safe work practices.

QUALIFICATIONS

Essential Knowledge and Abilities (continued)

5. Working knowledge of computerized department program software, internet access, database, spreadsheet, and word processing programs.
6. Ability to plan, organize, direct, and perform work in the maintenance and repair of buildings.
7. Ability to operate a variety of power tools and equipment.
8. Ability to plan, organize, direct, and perform exposition center work.
9. Ability to keep accurate records and to prepare reports.
10. Ability to utilize word processing, database, and spreadsheet programs.
11. Ability to select, train, schedule, supervise, and evaluates employees.
12. Ability to train employees in duties and in safety practices and procedures.
13. Ability to establish and maintain effective working relationships with the staff and the public.
14. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.

Training and Experience

1. High School Diploma or GED.
2. Five (5) years of responsible post high school work experience in building maintenance, including some duties in repairing and maintaining plumbing, electrical, and heating systems.
3. Relevant training at a technical school, college, university, or apprenticeship program may be substituted on a year-for-year basis to meet the work experience requirement.
4. Valid driver's license.