

EVENT/OPERATIONS COORDINATOR

DEFINITION OF WORK

Employees in this class supervise crews performing general to skilled maintenance work in electrical, mechanical, and plumbing systems in the Operations/Production Section at the Crown Center Events Complex. Employees oversee logistical operations and technical work performed by Maintenance Technician crews in preparation of scheduled events. Employees direct staff responsible for the operation and maintenance of machinery and equipment to maintain facility's grounds, to build and repair structures, and to set up and stage events and production equipment. Employees typically supervise two or more permanent employees and up to 25 contract labor employees depending on the event. Employees receive guidance, direction, and supervision from the Facilities Maintenance Supervisor, and as needed from the Facilities Maintenance Manager.

EXAMPLES OF WORK

Employees assign, direct, supervise, and participate in work of Maintenance Technicians performing general to skilled mechanical system HVAC, electrical, plumbing, carpentry, painting, and landscaping work. Make recommendations for routine personnel matters affecting subordinates, including recruiting, interviewing, hiring, training, assigning, scheduling, granting leave, appraising and disciplining; submit such records and reports as required by County management. Direct and oversee activities of assigned work crews, ensuring adherence to policies, procedures and standards; assist and advise subordinates, as necessary, resolving problems as non-routine situations arise. May lead the work of up to 25 contract labor employees depending on the event. Supervise the setups of staging, tables, chairs, pipe and drape and other equipment required for events; assist in the set-up and tear down of a variety of shows and exhibits. Perform routine landscaping as required based on seasonal needs. Perform related work as required.

EMPLOYMENT STANDARDS

Education and Experience:

Associate's degree with course work emphasis in building and/or maintenance trades and three years of experience in maintenance, building trades work, or convention services work, to include six months to one year of supervisory experience; or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

Considerable knowledge of the procedures, materials, and equipment related to plumbing, carpentry, electrical, HVAC, painting, and grounds maintenance trades; considerable knowledge of heat, ventilation, and air conditioning system installation and maintenance; working knowledge of building compliance and building codes; working knowledge of approved electrical methods, practices, code requirements, and safety standards; working knowledge of County purchasing policies and procedures; working knowledge of the principles of organization, administration, and supervision; knowledge of occupational hazards and safety precautions required to perform work; ability to read and interpret drawings, blueprints, and written instructions; ability to exercise tact and courtesy in contact with the general public and inter-departmental personnel; ability to establish and maintain effective working relationships.

SPECIAL REQUIREMENTS

Background check with local law enforcement agency required. Some positions within classification may require a valid North Carolina driver's license. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

ADA REQUIREMENTS

Employees are subject to hazards associated with working in inside and outside environments, in extreme hot and cold weather, with exposure to dirt, dust, loud noises, odors, pollen, machinery, toxic fumes, oils, gases, chemicals, electrical currents, or flammable liquids. Work subjects employees to compliance with OSHA safety standards, policies, and regulations.

PHYSICAL REQUIREMENTS

Must have ability to exert very moderate, though not constant, physical effort typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling.

Must be able to lift, carry, push and/or pull objects and materials of moderate weight up to 50 pounds.

Must have ability to perform simple to complex movements requiring moderate coordination.

Must have visual perception and ability to discriminate colors.

Must be able to perceive and discriminate odors/sounds.

Must be able to perform manual labor for extended periods of time as required by work assignments.