

CLASS TITLE: PERFORMING ARTS CENTER OPERATIONS MANAGER

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for supervising construction, maintenance, and repair work at the Performing Arts Center (PAC); and performs other related assigned duties.

ESSENTIAL TASKS:

- Plans, assigns, assists, and supervises work crews engaged in various maintenance and repair functions at the PAC
- Supervises subordinates and coordinates contracted employees engaged in carpentry, plumbing, electrical, mechanical, or complex theater lighting, audio, staging and rigging systems related to repair and maintenance at the PAC
- Monitors open accounts
- Inspects work in progress for conformance to building codes, plans, specifications, and health codes
- Designs and implements facility improvements and devices and building modifications
- Orders and maintains an inventory of supplies and materials
- Assists in the preparation of and monitors the budget
- Maintains records and prepares forms regarding inventories, employee work time, and other administrative activities
- Maintains worksite safety and conducts safety meetings
- Instructs subordinates in work methods, the maintenance of equipment, and other related areas
- Reads blueprints, plans, and technical diagrams
- Inspects designated areas in order to note needed repairs, alterations, or new construction
- Determines facility needs by projecting technical complexity, hours for completion, rental equipment needed, and safety requirements for a scheduled production
- Assists in preparing requisitions, job orders, and reports of work done and materials used
- Supervises PAC Technical Director and stage and technical operations
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in maintenance and operations, or a closely related field and four (4) years of responsible experience in building construction, maintenance, and repair including lead or supervisory experience; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of methods, practices and techniques used in the trades as applied to building and equipment maintenance; and good knowledge of standard principles, practices, methods, and techniques of carpentry, mechanical, electrical, and plumbing trades. Ability to plan, assign, coordinate, and direct the work of personnel engaged in a variety of maintenance and repair activities; ability to prepare requisitions for various types of building material; ability to read and interpret blueprints and specifications; ability to prepare estimates of time, material, and equipment costs of specific projects; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent lifting up to 20 pounds, with occasional lifting up to 60 pounds; frequent carrying up to 50 pounds, with occasional carrying up to 60 pounds; occasional pushing and pulling up to 60 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

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WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

Class Code: 1127

EEO Code: E-07

Pay Code: EX-40

Group: Labor and Trades

Series: Labor and Trades Supervision

Effective date: August 7, 2014