

# City of Rapid City

## Job Description

<b>Job Title</b>	The Monument Operations Manager		
<b>Job Code:</b>	CAOM	<b>Bargaining Unit:</b>	Non-Union
<b>Pay Grade:</b>	See Wage Scale	<b>Date Revised:</b>	5/30/2023
<b>FLSA Status:</b>	Exempt		

**General Summary:** This position is responsible for assisting the Director of Operations to ensure that all events, facility planning and maintenance requirements are met.

### Essential Duties and Responsibilities:

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

- Trains, plans, schedules, and assigns employees engaged in preparing for events, meetings and other assemblies, and in cleaning, setup, teardown, conversion, and maintenance of building, grounds, and equipment; performs applicable duties of supervisor in supervisor's absence.
- Assists in maintaining and ordering supplies, equipment, and inventory.
- Lays out set-up of equipment for multiple events with team leads
- Interviews, hires, and trains employees; plans, assigns, and directs work; appraises performance; rewards and disciplines employees; addresses complaints and resolves problems of operations employees
- Serves as facility liaison with building tenants, events, and shows as it relates to operations.
- Monitors Ice Plant readings and operations.
- Serves as reserve operator for the Ice Maintenance Equipment (Zamboni/Olympia) and snow removal equipment.
- Conducts employee safety training for Operations/Engineering Department employees regarding operation of various equipment including forklift, airlift, bucket lift, carpet extractors, and power scrubber; and proper handling of chemicals used for cleaning and maintenance.
- Guides safety program for Operations department and ensures documentation of training and incident reports.
- Investigates operations incident reports.
- Identifies and implements efficiency opportunities in cooperation with other departments in day to day operations and during events.
- Collaborates with events and finance departments at conclusion of events for proper billing.
- Computes and posts payroll sheets.
- Assists Director in managing and planning of Operations Department budget.
- Rotates role of Manager on Duty with other senior staff members during major events.
- Serves in on-call rotation with Operations and Engineering staff for after hour emergencies.
- Collaborates with Engineering department and assists in engineering when applicable.

### Qualifications:

#### Education and/or Experience:

Associate's degree and/or two (2) years directly related experience in the building operations and maintenance field. A combination of education and experience deemed appropriate to fulfill the role and responsibilities of this position will be considered.

**Certificates, Licenses, Registrations:**

Possess a valid South Dakota driver's license or ability to obtain within 30 days from date of hire.

**Working Conditions:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently exposed to vibration, occasionally exposed to wet and/or humid conditions; moving mechanical parts high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat and risk of electrical shock. The noise level in the work environment is usually very loud.

**Physical Demands:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit; reach with hands and arms and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.