

## City of Rapid City Job Description

|                     |                                     |                      |           |
|---------------------|-------------------------------------|----------------------|-----------|
| <b>Job Title</b>    | The Monument Director of Operations |                      |           |
| <b>Job Code:</b>    | CCOM                                | <b>Job Family:</b>   |           |
| <b>Pay Grade:</b>   | NU19                                | <b>Date Revised:</b> | 2/17/2022 |
| <b>FLSA Status:</b> | Exempt                              |                      |           |

**General Summary:** This position is responsible for ensuring that all events, facility planning, and maintenance requirements are met for The Monument.

### 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.*

- Formulates, recommends, and implements long range goals and objectives for Operations/Engineering Department, including budgets.
- Collects and assigns priority of capital needs and acquisitions.
- Assists in computing and posting payroll for Operations/Engineering Department.
- Promotes public relations with facilities renters, promoters and patrons.
- Collaborates with outside city departments including Parks and Rec., Streets, Waste Water and other departments on projects.
- Liaises with internal departments and other staff on operational and engineering needs
- Interviews, hires, and trains managers; plans, assigns, and directs work; appraises performance; rewards and disciplines employees; addresses complaints and resolves problems of engineering and operations employees
- Assists managers in hiring of full-time personnel and oversees hiring of part-time personnel.
- Ensures adequate equipment is available for events.
- Serves in rotation with other senior staff members as Manager on Duty for major events.
- Serves in on-call rotation with Operations and Engineering staff for after hour emergencies.
- Oversees Operations and Engineering safety and training programs.
- Serves as reserve operator for Ice Maintenance Equipment (Zamboni/Olympia) and Snow removal equipment.
- Ensures Collaboration of Engineering and Operations Departments.

### Qualifications:

#### Education and/or Experience:

Bachelor's degree from accredited four-year college or university; and three or more years of related experience in maintenance and repair of building and grounds similar to that of The Monument; or seven years related experience in maintenance and repair of building and grounds similar to that of The Monument; or a relevant combination of education and experience may also be deemed suitable to the hiring authority.

**Certificates, Licenses, Registrations:**

None Required.

**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 wet and/or humid conditions; outside weather conditions; extreme cold; extreme heat and vibration. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually loud with frequent interruptions to be expected.

**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 regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to 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; climb stairs, and ladders, to operate all cleaning, maintenance and other equipment, including hand and power tools. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.