

City of Rapid City

Job Description

Job Title	The Monument Assistant Operations Manager		
Job Code:	MAOM	Job Family:	
Pay Grade:	NUSC 11	Date Revised:	4/18/2022
FLSA Status:	Exempt		

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

Essential Duties and Responsibilities:

Essential duties and responsibilities include the following; other duties may be assigned:

- Assists in training, planning, scheduling, assigning and directing 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.
- Prepares daily work task sheets for team leads and ensures they are completed.
- Assists Operations Manager with payroll duties to include reviewing employee hours and allocating hours to events.
- Assists with interviewing, hiring, and training employees; assists in appraising performance, rewarding and disciplining employees; addresses complaints and resolves problems of operations employees
- Assists with liaising with building tenants, events, and shows as it relates to operations.
- Conducts employee training for Operations/Engineering Division employees in the safe operation of various equipment including forklift, airlift, bucket lift, carpet extractors, and power scrubber; and proper handling of chemicals used for cleaning and maintenance.
- Identifies housekeeping needs within the facility, assigns them and ensures that they are carried out satisfactorily
- Ensures that operations department receives pertinent information for the most effective use of the facility and staffing
- Provides clear, concise, and timely communication of directives to other departments
- Assists with the implementation of the facility rules, regulations, policies, and procedures.
- Assists in development of safety programs and ensures documentation.
- Serves in on-call rotation with Operations and Engineering staff for after hour emergencies.
- Serves in rotation with other designated team members as "Manager on Duty" for various events.
- Other duties and responsibilities as assigned.

Qualifications:

Education and/or Experience:

Associate's degree and/or two (2) years directly related experience in the building operations and maintenance field.

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 in 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.

Work a flexible schedule including early mornings, days, late evenings, nights, weekends, holidays, extended (long) workdays and extended number of days.

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 more 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.