

BAYFRONT CONVENTION CENTER JOB DESCRIPTION

POSITION: BCC Operations Shift Crew Leader

REPORTS TO: Building and Grounds Superintendent

**POSITION
SUMMARY:**

The BCC Operations Crew Leader is a “hands-on” position responsible for performing all tasks relative to the general operation, customer services, maintenance, safety and cleanliness of the Bayfront Convention Center and it’s 16-acre grounds. He/she will lead event changeovers and assist in repair and/or custodial tasks, parking lot operations, landscaping, snow removal, laundry operation, as well as assisting Food and Beverage operations and other work as required. He/she is responsible for organizing, directing and controlling a crew of part-time operations department staff and may be called upon to assist in supervising contractors and vendors.

He/she must work closely with the Building and Grounds Superintendent to insure the success of each event and satisfying the Bayfront Convention Center goals and objectives in a most effective and efficient manner.

He/she must safely operate and maintain tools and equipment which includes, but not limited to: pick up truck with plow, tractor and associated accessories, snow blowers, forklift, scissor lift, power tools, heating and lighting systems, etc. In additions, he/she directs or performs skilled labor tasks such as electrical work, carpentry, plumbing etc. He/she is expected to perform other duties as assigned by his/her supervisor.

QUALIFICATIONS: The Shift Crew Leader must possess a high school diploma or equivalent and/or vocational/technical training. He/she must possess working knowledge of some carpentry, plumbing, electrical and other general maintenance work. He/she must be capable of supervising semi-skilled workers and be able to communicate with these workers to meet the needs of the tasks at hand. He/she must be able to walk, climb, lift fifty pounds and have manual dexterity and motor coordination. He/she must be bondable and pass a security/reference check. He/she must posses a valid Drivers License.

SALARY RANGE: \$ 11.00-\$16.00 per hour, plus benefits as outlined in the Erie County Convention Center Authority Employee Handbook.



**OPERATIONS SHIFT CREW LEADER
JOB DESCRIPTION DETAIL**

- The Shift Crew Leader is a hands-on-position responsible for performing all the tasks relating to the general operation, landscaping, snow removal, maintenance, safety and cleanliness of the buildings and grounds.
- Performs event changeovers by leading part-time maintenance helper employees to perform the physical tasks as required. These event changeovers typically occur in the late evening and early morning, and often on weekends, as the facility is converted from one set-up to another. Generally, event scheduling requires changeovers to be accomplished along with an event clean up. The changeover and clean up tasks need to be completed on a timely basis. The proper, timely completion of changeover tasks is critical for the continued smooth operation of the facility.
- Performs maintenance tasks including building repairs of heating and lighting systems, the facility's electrical components as well as the facility's structure itself. The tasks also include plumbing, carpentry, painting and others as required.
- Responsible for assisting in the set up of the necessary equipment in the facility for each event.
- Responsible for assisting the Building Superintendent during events in the facility. Must be responsive to event needs and satisfy the requirements for setting up a particular event.
- Must be able to schedule part-time employees.
- Utilizes part-time help in the most efficient and effective manner possible.
- Utilizes the resources of the ECCCA in the most efficient and effective ways possible.
- Must be honest, trustworthy, reliable, and dependable and strive to do the best job possible under all circumstances.
- Must work well with fellow employees, as a team member, working toward common goals.
- Must be a self-starter and work extremely well without supervision.
- Must work well under extreme pressure and strive to meet deadlines.
- Must complete work assignments in a timely manner and be neat, organized and strive for accuracy and efficiency.
- Maintains close communication and works cooperatively with the Building & Grounds Superintendent.
- Implements and maintains ECCCA and BCC policies and procedures.

Application Deadline September 25, 2008

