

# CENTER FACILITIES MANAGER

## DEFINITION

Under general supervision of the Executive Director, plans, schedules and manages all buildings and grounds and physical plant maintenance activities at the Alliant Energy Center, including mechanical, electrical, plumbing, heating and cooling repair and installations. Position also ensures that special needs of events are provided and completed on time; assesses and plans for all buildings and grounds maintenance needs; oversees new construction to insure Center needs and specifications are met and maintains ice sheets and performs related work as assigned.

## EXAMPLES OF DUTIES

Supervises mechanics, technicians, steamfitters, electricians and maintenance employees engaged in the construction, maintenance and repair of buildings, facilities, machinery and equipment, and special event needs in two major buildings – the Coliseum and Exhibition Hall, number of other buildings, paved parking areas and the grounds. Ensures preventative maintenance work is accomplished on all machinery, equipment and major building systems on a regularly scheduled basis; makes estimates and requisitions materials and supplies required for the maintenance of the physical plant; tests, evaluates and recommends the purchase of equipment for the Center operations; makes regular periodic inspections of buildings, responds to complaints and makes sure corrective action is taken; maintains records of work completed and in progress and records of preventative maintenance on machinery and moving equipment; installs and maintains ice sheets; develops plans and specifications of capital outlay programs and purchases; effectively recommends decisions related to staffing levels, hiring, probation, performance evaluations, disciplinary actions, adjustment of grievances and layoffs; works with clients and lessees to understand their special needs and develops plans to meet their needs; and works with event managers and other Center personnel to enforce fire, safety and Wisconsin administrative codes.

## EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience equivalent to graduation from an accredited vocational school with a major field of interest in electrical/mechanical repair and five years experience in varied mechanical/electrical repair work, two years of which have been in a supervisory capacity. Additional credit will be awarded for experience gained with a multipurpose public assembly facility, including ice sheets and related equipment (e.g., auditorium - exhibition hall complex, etc.).

Knowledge, Skills and Abilities: Knowledge of the methods, materials and equipment required for the maintenance, alteration and repair of buildings and for the maintenance and repair of heating and air conditioning machinery; knowledge of trades practices in plumbing, carpentry, painting, electrical work, heating and air conditioning; effective oral and written communication skills; ability to use a pager, cell phone and e-mail; ability to plan, schedule and supervise the completion of maintenance and repair work; ability to prepare specifications and cost estimates for repair and maintenance work; ability to maintain records and to prepare requisitions and job orders; ability to establish and maintain effective working relations with superiors, subordinate employees, exhibitors, event managers, performers and the general public; ability to interpret blueprints and

Center Facility Manager (continued)

Page 2

mechanical drawings; ability to determine depreciation of equipment; knowledge of personnel, budgeting, purchasing policies and procedures; ability to prioritize work on simultaneous projects and work in a rapidly changing environment; and ability to work under pressure to meet event start-time needs of customers.

Special Requirements: Must be available to work long and unusual hours, including evenings, weekend and holiday event coverage and emergencies.

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