

CENTER LEAD WORKER

DEFINITION

Under direction, to direct, coordinate, and facilitate the flow of productivity in set up, tear down, conversion, maintenance tasks, and housekeeping activities at the Alliant Energy Center. Responsible for directing and monitoring the work of an assigned crew to perform maintenance, installation, and dismantling of public events. Address related work as required.

EXAMPLES OF DUTIES

Monitor and direct work in progress, and effectively meet contractual and operational deadlines. Act as principle liaison between event management, Crew Leaders, and labor crews. Re-direct work in progress to meet changes in circumstances impacting event set up, presentation, tear down, or conditions effecting work flow. Train crew members in proper and safe methods of event operations activities and housekeeping methods, including stages, portable seating, sports courts, convention decorations, and specialty equipment used in the public assembly, convention, and meeting industry. Assure proper and safe handling and storage of equipment used. Effectively recommend inventory replacement and expansion. Properly execute freight receiving and loading dock procedures. Complete reports as required. Perform duties of Center Worker as required. Operates trucks and loaders used for material hauling, trailering, snow removal, and manure removal as needed.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of experience equivalent to high school graduation and two years experience in building and grounds maintenance, facility operations, mechanical and equipment operation. One or more years of such experience must have been in an increasingly responsible position at a public assembly facility. Preference given for lead work experience; documented history of progressively responsible duties and successful work performance; and experience in reading floor plans, drawings, and schematics.

Knowledge, Skills and Abilities: Extensive knowledge of the methods, materials, tools, and equipment used in the presentation and set up of public events at a convention center, multipurpose arena, and/or public exhibit facility. Possess effective oral and written communications skills. The ability to read, understand, and direct others to execute oral, written, and drawn instructions and schematics. The ability to effectively and productively direct the work of others. The ability to train subordinates in proper and safe methods used in the execution of public events. The ability to communicate tactfully and effectively with supervisors, subordinates, and clients of the Alliant Energy Center. Ability to successfully address and complete multiple task assignments in a fluid, deadline driven environment. Must be dependable and responsible in addressing assignments.

Special Requirements: Must have or be eligible for a valid Wisconsin Drivers License and Commercial Drivers License with air break certification, which must be obtained within three months of position acceptance. Must be willing to work long and unusual hours including nights, weekends, and holidays. Must be able to lift up to fifty (50) pounds unassisted and heavier loads with assistance.