

CENTER OPERATIONS MANAGER

DEFINITION

Under general direction, plans, schedules and manages all buildings and grounds maintenance activities at Alliant Energy Center including mechanical, electrical, plumbing, heating and cooling repair and installations; ensures that all arrangements and contractual obligations for physical set up for events are accomplished; assesses and plans for all buildings & grounds maintenance needs; and performs related work.

EXAMPLES OF DUTIES

Plans, organizes, assigns duties to and supervises leadworkers, mechanics, technicians and maintenance employees engaged in the operation, maintenance, repair and cleaning of all buildings, facilities, machinery and equipment in a large coliseum and exposition complex; sees that preventive maintenance work is accomplished on all machinery and equipment; sees that physical arrangements are made for shows and events in accordance with approved plans; sees that buildings and grounds are properly cleaned and maintained; makes estimates and requisitions materials and supplies required for the operation and maintenance of the physical plant; tests, evaluates and recommends the purchase of equipment required for Center operation; makes periodic inspections of buildings, answers complaints and sees that corrective action is taken; keeps records of work completed and in progress and records of preventive maintenance on machinery and moving equipment; reviews specifications for capital outlay programs and purchases; effectively recommends decisions related to staffing levels, hiring, probation, performance evaluation, disciplinary actions, adjustment of grievances and layoffs; works with clients and lessees making recommendations on plans and physical layout of a variety of events to enforce fire, safety and Wisconsin Administrative Codes.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education 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. Prefer required experience gained with a multipurpose public assembly facility, including ice sheets and related equipment (e.g., auditorium-exhibition hall complex, etc.).

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CENTER OPERATIONS MANAGER (continued)
Page 2

Knowledges 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; ability to plan, schedule and supervise the accomplishment 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, with subordinate employees, with exhibitors and performers, and with the general public; ability to interpret blueprints and mechanical drawings; ability to determine depreciation on equipment; knowledge of personnel, budgeting, purchasing policies and procedures.

Special Requirements: Must be available for evening, weekend and holiday event coverage or emergencies.