



Private Management for Public Facilities

Job Description

Position: Changeover Lead

Department: Changeover

Status: Hourly/Part-Time

Reports to: Conversion Supervisor

Summary: Responsible for the working with Conversion Supervisor to assist with daily activities required to run, to maintain, and to service the facility and/or the events by performing the following duties personally or through changeover crew, and leads.

Essential Duties and Responsibilities

- ❖ Manage/train/supervise the Changeover crews in implementation of all aspects of the changeover process.
- ❖ Ability to lead changeover crew to complete a task in a timely manner.
- ❖ Responsible for completion of assigned work orders through management of part-time changeover crew.
- ❖ Assures facility readiness and smooth operation of events
- ❖ Assist with general related maintenance of the building in between games and ice events.
- ❖ Follow the preventive maintenance program, energy management program and standard operations procedures for all machinery and equipment.
- ❖ Promote a safe working environment for all employees by following the life safety and emergency program as needed.
- ❖ Responsible for setting an example for the changeover crew.
- ❖ Maintain confidentiality at all times
- ❖ Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- ❖ Implement facility rules, regulation policies and procedures.
- ❖ Anticipate problems and appropriate solutions. Make Sr. Lead and/or Conversion Supervisor aware immediately when policies and procedures are not being followed
- ❖ Provide clear, concise, and timely communication of directives to crew.
- ❖ Other duties assigned by the Sr. Lead, Conversion Supervisor and/or Operations Manager.

Education and/or Experience

High School diploma or G.E.D. required and a minimum of one (1) years experience performing building changeovers in an entertainment facility with a demanding schedule along with one (1) year supervisory experience.

Supervisory Responsibilities

Manages subordinate crew in changeover. Responsibilities include training employees, planning, assigning, and directing work; addressing complaints and resolving problems.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills and Abilities

- ❖ Ability to prioritize and handle multiple projects simultaneously.
- ❖ Maintain an effective working relationship with clients, employees, exhibitors, patrons and others encountered in the course of employment.
- ❖ Excellent organization skills.
- ❖ Ability to effectively supervise staff.
- ❖ Professional presentation, appearance and work ethic.
- ❖ Ability to work with limited supervision and as a team member.
- ❖ Ability to work flexible hours, including nights, weekends and holidays, in addition to normal business hours as needed
- ❖ Ability to use paint roller and brushes.
- ❖ Ability to prioritize and handle multiple projects simultaneously.
- ❖ Ability to work with minimal supervision.
- ❖ **Ability to work flexible hours based on events, including daytime, evening, weekends and holidays as needed.**

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 may be required to work both indoors and outdoors as required by the function. Must have the physical ability to maneuver around facility(ies), at times, walking and/or standing up to 8-14 hours daily as well as the ability to kneel, climb to walkways or balance, frequently lift in the excess of 50 pounds. This position is also exposed to adverse conditions including inclement weather, noise fumes etc.

The company reserves the right to change or modify all job descriptions as needed. This description portrays in general terms the type and levels of work performed and is not intended to be all-inclusive or to represent specific duties of any one incumbent. The knowledge, skills, and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training.