

AUDITORIUM FOREMAN

NATURE OF WORK

This is skilled supervisory work in directing the maintenance activities of a city auditorium and in overseeing preparations for coming attractions or events.

Work involves planning, supervising and inspecting the work of subordinate personnel engaged in maintenance of equipment, routine janitorial tasks, and the setting up of auditorium and arena facilities. Employee receives work sheets from auditorium lessees which outline the desired arrangements for a particular show and directs subordinates to this end. General instructions are available from the Auditorium Manager who periodically inspects the cleanliness and condition of the building and makes recommendations for any improvements that may be necessary.

EXAMPLES OF WORK PERFORMED

Studies work sheets listing requirements for attractions and directs subordinates in preparation for same.

Checks auditorium and arena equipment to insure such equipment is being maintained properly; issues instructions and orders to correct any disorders.

Inspects building and premises and reports any irregularities to the Auditorium Manager.

Regulates time of work crews according to times of events held in the auditorium; keeps time records and other related personnel records such as overtime and sick leave; makes up vacation schedule.

Performs related work as required.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the methods, practices and procedures involved in auditorium maintenance and physical operation.

Thorough knowledge of the equipment and materials used in the maintenance and operation of auditorium facilities.

Ability to instruct, assign and supervise the activities of personnel engaged in janitorial and related tasks.

Ability to deal tactfully and courteously with those who use auditorium facilities.

Ability to keep necessary records and make accurate reports on the work performed.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a standard high school or vocational school; considerable experience in work associated with the maintenance of auditoriums and related facilities including some supervisory experience; or any equivalent combination of training and experience.