

MO. SALARY - # 612 - # 754  
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## AUDITORIUM MAINTENANCE SUPERVISOR

### NATURE OF WORK

This is responsible work in supervising the maintenance, cleaning, and operation of buildings and equipment at the Municipal Auditorium and Civic Center.

Work involves responsibility for planning, assigning, and inspecting the work of a staff of custodial, maintenance, and operational personnel engaged in maintenance of equipment, routine janitorial tasks, and the setting up of auditorium and arena facilities. Work assignments are received from an administrative superior in oral or written form, and performance is evaluated through a review of results obtained. Supervision is exercised over lower level supervisory personnel, skilled and unskilled workers.

### EXAMPLES OF WORK PERFORMED

Supervises the arrangement of auditorium facilities for special shows; arranges for the proper placement of chairs and tables for banquets.

Prepares work schedules and assigns tasks to foremen, skilled workers, and other directly supervised employees; reviews work to insure conformance to instructions.

Assigns and supervises, through subordinate supervisory personnel, the activities of a moderate sized crew of semi-skilled and custodial workers; assures that new maintenance and custodial employees are properly trained.

Inspects buildings and premises on a regular schedule to determine building condition and effectiveness of maintenance and repair work; takes measures to correct any irregularities.

Issues instructions to effect all necessary repairs; prepares specifications for maintenance materials, equipment and repair contract work; ascertains that work done by contract meets specifications.

Inspects temporary wiring to insure that circuits are not overloaded.

Supervises the maintenance of time records; maintains records of the nature and source of complaints.

Performs related work as required.

### DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the methods and techniques of maintaining auditoriums, theaters, or similar buildings.

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DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES (Continued)

Thorough knowledge of materials and equipment used for operating, maintaining, and cleaning auditorium facilities.

Considerable knowledge of methods and procedures used in arranging exhibits, setting stages and seating large numbers of people.

Ability to plan, assign and supervise the work of others.

Ability to analyze maintenance and physical operation problems and to recommend or install appropriate solutions.

Ability to establish and maintain effective working relationships with lessees, other employees, and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a standard high school or vocational school; considerable experience in supervising and performing maintenance and repair work in auditoriums and related buildings; or any equivalent combination of training and experience.