

## Ford County Job Description

# Operations Manager

<b>Fund: General</b>	<b>Department: Administrative Services</b>
<b>FLSA Status: Salaried Exempt</b>	<b>Reports To: Expo Director</b>
<b>Job Status: Full time</b>	<b>Travel Required: Some travel required</b>
<b>Work Schedule: varied schedule; 40 hours +</b>	<b>Weekends, Evenings, Holidays will be required</b>

**Position Summary:** Under the direct supervision of the Expo Director this position is responsible for ensuring that the Expo Center and grounds is completely and properly maintained on a daily basis and as specified for event needs. The employee in this position assists the Expo Center Director and supervises Event Manager in the coordination of event needs and facility requirements in advance of every event. The employee in this position should possess effective communication, supervisory, organizational and public relations skills.

## ESSENTIAL FUNCTIONS:

### Reasonable Accommodation Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

### Essential Function Statement(s)

- Tasked with overall care and maintenance of building and property;
- Perform responsibilities as required as and dictated by schedule of events for the facility;
- Prepare/Maintain Expo Center door areas according to County policy and contract/rental agreement requirements for events held in at the Expo Center complex;
- Ensure all physical plant systems within the facility are complete and operating correctly;
- Plan and coordinate a variety of facility set-ups including equine events, family shows, sporting events, trade shows, conferences, and more;
- Coordinate and schedule required maintenance and inspections as required by law;
- Compile and maintain detailed maintenance records on a monthly basis (including but not limited to operations, staffing, technical needs, event updates, costs incurred);
- Assist and supervise event staff throughout set up, event and tear down;
- Submit requests for purchase of supplies, services, and repairs to Expo Director;
- Maintain positive rapport and form strong client, employee and tenant relationships;
- Address questions, concerns and complaints from the general public per policy and contract terms;
- Possess knowledge of and enforce facility rules, regulations, policies and procedures;

## MARGINAL FUNCTIONS

- Assist Expo Director and direct Event Manager with event planning;
- Performs other duties as deemed necessary or assigned;

## POSITION QUALIFICATIONS

- Must possess a valid Driver's License.
- I-9 Eligibility to work in the U.S.
- Successful completion of a post offer Drug screen, health assessment and background check.

## SKILLS & ABILITIES

- **Experience:** Salary will be based on Qualification and Experience

- **Education:** High School diploma or equivalent is required.
- **Skills:** Ability to safely operate a fork lift, tractor, skid steer, power lift and small power tools as well as various hand tools.
- **Accountability:** Employee is not responsible for budgetary control of the department and does not participate in the annual budget process.
- **Supervision:** Direct supervision of Event Manager and indirect supervision of event staff and oversight of tenants/vendors is required.
- **Problem Solving:** Ability to execute a solution for work-related situations.
- **Decision Making:** Ability to make decisions relating to operations quickly to avoid interruption of event flow.
- **Personal Relations:** Frequent contact with past, current and future clients and tenants, contact with other county departments, and the general public.
- **Working Conditions:** This position involves work both indoors and outdoors year round in varying weather conditions. Working at significant heights (from the floor) occasionally is expected.
- **Certificates & Licenses:** CPR/First Aid required within 12 months of hire;

**PHYSICAL DEMANDS**

**LIFT/CARRY**

Stand	C (constantly)	10 lbs or less	C (constantly)
Walk	C (constantly)	11-20 lbs	C (constantly)
Handling/Fingering	C (constantly)	21-50lbs	F (frequently)
Reach Outward	F (frequently)	51-100	O(occasionally)
Reach Outward	F (frequently)	Over 100 lbs	N (not applicable)
Reach above shoulder	F (frequently)	<b>Push/Pull</b>	
Climb	O(occasionally)	12 lbs or less	C (constantly)
Crawl	O(occasionally)	13-25 lbs	F (frequently)
Squat or kneel	F (frequently)	26-40 lbs	F (frequently)
Bend	F(frequently)	41-100 lbs	O(occasionally)

**N( not applicable)** Activity is not applicable to this occupation.

**O(Occasionally)** Requires this activity up to 33% of the time (0-2.5+hrs/day)

**F(frequently)** Requires this activity from 33%-66% of the time (2.5-5.5+hrs per day)

**C(Constantly)** Requires this activity more than 66% of the time (5.5+ hrs per day)

**Other physical Requirements**

Ability to wear Personal Protective Equipment (PPE) (Ear protection, safety glasses)

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_