



# Terrebonne Parish Consolidated Government

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## JOB DESCRIPTION

**POSITION TITLE.....:** Assistant Operations Supervisor  
**DEPARTMENT.....:** Houma-Terrebonne Civic Center  
**DIVISION.....:**  
**CLASSIFICATION/GRADE.....:** Assistant Operations Supervisor/209  
**REVISED.....:** 03/2018  
**REPORTS TO.....:** Operations Administrator  
**REVIEWED.....:** 3/2018  
**WAGES.....:** Salaried

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### **SUMMARY:**

Under the general direction of the Operations Administrator, serves as the second-in-command of the Operations of the facility; applicants must have a heavy background in electrical work and takes on most of the electrical responsibilities of the facility; supervises full-time lead personnel in delivery of services to users of the facility and other duties as assigned by the Operations Administrator. Assists the Operations Administrator with managing the custodial/housekeeping/conversion program. Assists the Operations Administrator with coordination and recommendation to Management of all maintenance of the facility, including the mechanical, electrical and HVAC systems.

### **BASIC FUNCTIONS:**

1. Acts on behalf of the Operations Administrator in their absence.
2. Directly supervises the Facilities Maintenance Assistant full and part-time staff and assists when needed on all job duties.
3. Assures equipment is running properly on a day-to-day basis.
4. Analyzes event service orders and assists with preparing staff schedules and work plans for set-up/tear-down/clean-up crews.
5. Works with Operations Administrator to establish and execute preventative maintenance programs for all facility equipment.
6. Assists the Operations Administrator with budgetary items such as labor, material and services necessary for operation of facility systems and set-up/tear-down crews.
7. Assists with placing orders such as janitorial/operational supplies.
8. Ensures staff is following proper safe procedures at all times. Keeps checklists and documentation of routine safety checks.
9. Supervises and participates in cleaning and janitorial duties if needed.
10. Supervises events when assigned and at times, orders contract labor staff to supplement when needed.
11. Operates automotive equipment such as EZ-Go, forklift and hydraulic power lift in performance of work.
12. Troubleshoots all electrical malfunctions and repairs inoperable electrical equipment and circuits if possible.
13. Works with vendors/service personnel if called in for repair and maintenance to the facility and its equipment.
14. Responsible for good operating conditions of all lights, circuits and machinery prior to events.
15. Evaluates staff of full-time and part-time employees annually.

16. Communicates maintenance and other problem areas to Operations Administrator.
17. Establishes and maintains inventories of operational and cleaning supplies.
18. Follows safety and security procedures for the building and acts as a trained crowd manager when on duty for an event.
19. Other duties as assigned by the Operations Administrator or the Civic Center Director.
20. Must be available for day, evening and weekend work as required.

**OTHER REQUIREMENTS:**

1. Standing and walking for long periods of time.
2. Bending, lifting, twisting, and squatting.
3. Ability to lift over 50 pounds
4. Ability to work at high heights such as in the ceiling catwalk or in boom lifts.
5. Must be able to read, write and comprehend.
6. Must be able to provide oral and written communication proficiently.
7. Must be able to operate automotive equipment such as forklifts and boom lifts.

**EDUCATION/EXPERIENCE:**

1. A minimum of five years of experience in a large facility preferred. Professional certifications will be considered.
2. The following knowledge, skills and abilities are preferred for this position:
  - a. Knowledge and skills in HVAC, electrical, plumbing and other facility systems, including troubleshooting and repair.
  - b. General knowledge of purchasing and inventory control.
  - c. Skills in planning, directing, training and supervising the work of assigned personnel.
  - d. Ability to supervise staff and maintain effective relations between staff and facility users.
  - e. Ability to analyze facility needs for operating a large facility, including labor, materials and services.
  - f. Ability to originate and develop improvements to facility systems.
  - g. Ability to work long hours and setup turnovers while under pressure.
  - h. Ability to deal effectively and courteously with user groups, their representatives and the general public.
  - i. Ability to prepare reports.
  - j. Knowledge of preventative maintenance and safety needs of a large public facility.
  - k. Knowledge of fire and safety regulations of large venues.
  - l. Ability to read and understand blueprint drawings.