

**JOB TITLE:**Operations Manager**ENTITY:**Columbia Metropolitan Convention Center at ECSC**REPORTS TO:**Operations Director**FLSA STATUS:**Exempt**I. Position Summary:**

The Operations Manager is responsible for assigned duties that may include the general maintenance, upkeep, and cleanliness of the Facility. The position is also responsible for assigned duties for performing the setup of the Facility as needed to accommodate the different functions held at the Facility. The specifics of the setup will generally come from the Operations Director.

**II. Essential Functions/Responsibilities:**

- Assist Operations Director with managing and scheduling building and grounds maintenance, housekeeping, event set-ups and changeovers; while ensuring OSHA compliance.
- Assist Operations Director with reviewing event documents to forecast staffing and equipment needs.
- Interacts with all Department Heads, staff and external vendors.
- Maintains departmental equipment and notify Operations Director when repairs are needed.
- May be assigned management of operations staff that will vary in size depending on the events in the Center.
- Work extended and/or irregular hours including, nights, weekends and holidays as needed.
- All other duties as assigned.

**Skills:**

- Basic knowledge of building maintenance.
- Good communication skills are required.
- Must be able to problem solve and have the ability to develop and recommend solutions.
- Must be able to interact with people from various backgrounds.

**Education and Qualification Required:**

- High School Diploma is required with 3-5 years' experience, or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.
- Preferred 3-5 years of experience in the hospitality industry.
- Bachelor's degree from an accredited college or university is preferred.
- Must be able to drive manual transmission 18-foot box truck or become proficient within 90-days of hire date.
- Must be able to operate a forklift or become certified within 90-days of hire date.
- Must possess valid driver's license.

**DISCLAIMER**

This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required and the responsibilities of the position may change.