



Position Announcement: Changeover Lead Worker

Cabarrus Arena & Events Center

Concord, NC

Position: Changeover Lead Worker

Department: Operations

Reports To: Operations Manager

FLSA Status: Non-Exempt

Overview

This position leads the activities of Changeover Laborers during setup, removal, and cleanup of equipment for client events.

Responsibilities

- Directs and oversees setup, teardown, and cleanup activities to fit within timelines and resources determined by Event Manager.
- Assigns and supervises the daily work of a small group of Changeover Laborers during event setup and teardown.
- Ensures that all job assignments made to the work group are satisfactorily completed.
- Prepares accurate records of equipment and changeover labor used for events.
- Interprets event floorplans, layouts, timelines and equipment order forms.
- Ensures that equipment is installed as described in event layouts and according to event timelines.
- Assists Event Manager in documenting equipment used, labor required, and actual floorplans used during the course of an event.
- Ensures that equipment and materials are returned to storage and stored properly at the conclusion of an event.
- Ensures OSHA compliance with all setup, teardown, and cleanup activities.
- Recommends measures to improve production methods, equipment performance, and quality of products.
- Suggests changes in working conditions or procedures to increase efficiency of work crews.
- Analyzes and resolves work problems or assists workers in solving work problems. Initiates or suggests plans to motivate workers to achieve goals.
- Performs activities of workers supervised.
- Performs other duties as assigned.

This position requires effective communication and interaction with clients, event managers, facility senior management, line-level event staff, and the general public.

Qualifications

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to prioritize and handle multiple projects simultaneously.
- Good verbal and interpersonal skills; ability to interact with all levels of staff, general public, and clients.
- Ability to effectively supervise staff.
- Strong customer service skills.
- Knowledge of OSHA regulations related to work performed and equipment used.
- Ability to work with limited supervision and as a team member.

Education/Experience/Requirements:

- At least one year work experience as a custodian and changeover laborer in a similar environment. Previous supervisory experience is preferred.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

- Performing work through repetitive eye/hand coordination.
- Frequently lift up to 100 pounds.
- Daily standing for up to 10 hours.
- Write using pen/pencil or personal computer keyboard.
- Climbing ladders and staircases multiple times per day.
- Constant standing, walking, stooping, reaching, and handling products.
- Ability to operate motor vehicles, golf carts, forklifts, scissor lifts, aerial work platforms, pallet jacks, hand trucks, hand tools, and power tools.

Working Environment/Conditions

While performing the duties of this job, the employee is frequently exposed to moving machines, heights, outdoor heat and cold, animal allergens, dust, and fumes. The noise level in the work environment is generally moderate.

Hours of Work and Travel Requirements

Requires ability to work flexible hours, including nights, weekends, and holidays, in addition to normal business hours.

TO APPLY:

This position offers a competitive salary and benefit package.

Resumes must include salary requirements for consideration and may be sent to:

Brenda Clem, Office Manager
SMG/Cabarrus Arena & Events Center
4751 Highway 49 N
Concord, NC 28025 or by
FAX: 704-920-3976 or by
EMAIL: cabarrusarenajobs@gmail.com

No Phone Calls

SMG is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.

Date Opened: 06/01/19

Closing Date: Until Filled