

Extraco Events Center
Home of the Heart O' Texas Fair & Rodeo

Manager – Event Operations & Facility Services

Position Summary:

The Manager of Event Operations & Facility Services will oversee all event set up, tear down, turn overs, cleaning and required functions to successfully service events at the Extraco Events Center. In addition, the Manager of Event Operations & Facility Services is responsible for planning, organizing, and directing the maintenance, repair, and alteration of buildings and grounds. The Manager exercises considerable independent judgement in directing projects by resolving building maintenance problems and methods used to address these issues with minimal direction; event operations, repair and maintenance of building and facility equipment including electrical, plumbing, painting, woodworking, HVAC and other necessary task.

Responsibilities Include:

- Coordinates event services needs including, but not limited to, event set up, event time cleaning, event change overs, event tear down, etc.
- Develops and administers the Extraco Events Center facility deferred and preventative maintenance and building repair plan. Recommends and implements strategies to minimize life cycle costs of building systems
- Supervises technicians and assigns work related to but not conclusive to: computer skills, HVAC controls, and instrumentation; advises technicians on woodworking projects, office remodels, painting and waterproofing
- Provides management and oversight to the staff responsible for the planning of all perennial planting and quantity requirements for winter and summer seasons, as well as yard maintenance regarding application of fertilizers and herbicides

- Coordinates the maintenance and repair of heating and ventilating systems, refrigeration systems, fire alarm and pumping systems, and kitchen equipment
- Responsible for ordering supplies and maintaining inventories; works closely with vendors and contractors to obtain information on price, products, services, etc.
- Prioritizes work order requests; provide scheduling details, any needed instructional guidance of job assignments, correct procedures and applicable techniques to perform specific skills ensuring accuracy and completion of work
- Ensures a safe work environment by properly informing employees on safety practices, OSHA regulations, and Hazmat procedures
- Arranges scheduling for support services by preparing a schedule of maintenance personnel available to work various event operations and facility needs
- Maintains knowledge of skills, processes and best practices in area of responsibility
- Administers and supervises department and personnel matters including: hiring, motivating employees and employee operations; recommends pay increases or actions, approves leave, new hire training and continuing education opportunities available to staff
- Assess employee performance; provide positive and constructive feedback, provide conflict resolution; complete annual performance review process; address performance issues with corrective actions in performance improvement plans or through disciplinary actions
- Directs the development and administration of the department's annual budget including capital and fixed expenditures. Monitors costs and levels of staffing, equipment, materials and supplies. Monitors and approves expenditures and implements cost savings programs
- Initiates quotes/bidding process and contracts for vendor performance/compliance within established limits (e.g. prepare specifications, evaluate bids, recommend vendors, conduct bid

meetings, etc.) for the purpose of securing items and/or services within budget; when applicable partners with other divisions

- Consults with the other staff to evaluate proposed capital projects and to formulate practices and procedures for the implementation of approved projects with special attention to environmental or regulatory requirements
- Performs other duties as assigned

Qualifications:

To successfully complete this job, the following skills are necessary:

- Ability to establish and maintain effective working relationships with volunteers, other employees, and the general public
- Ability to organize and prioritize multiple projects and be accountable for those projects
- Ability to multi-task
- Ability to be a self-starter and work independently
- Ability to handle high stress and a fast-paced environment
- Knowledge of accounting principles and practices is a plus
- Excellent work history and attendance record
- Excellent communications skills, both verbal and written
- Ability to handle multiple phone lines
- Excellent PC skills with knowledge of all Microsoft applications
- Ability to work beyond the traditional work week including nights and weekends.
- Must have a valid driver's license
- Must have supervisory experience, including, but not limited to: hiring and interviewing qualified candidates, completing employee evaluations, maintaining accurate time keeping records
- Knowledge of purchasing, personnel, and budget processes
- Must be able to organize, implement and direct multiple programs, activities, and projects
- Skill in the use of a variety of hand tools
- Understanding of facilities management principles, functions, and processes

- Experience in planning, budgeting, overseeing and documenting all aspects of maintenance/construction related projects
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Must be a visionary that can conceptualize large scale ideas and bring them to fruition by rallying the support of an organization
- Must be a delegator that can challenge individuals to reach their potential
- Must be strategic in using time, effort and resources to achieve goals

Environmental Factors:

Works in both indoor and outdoor environments. Daily exposure to dirt, dust, fumes, odors, noise, vibration, mechanical and chemical hazards. May work in extreme temperatures, wetness, humidity, darkness, poor-lighting, and electrical hazards.

Physical Demands:

- Reading, speaking, lifting, bending, standing, walking, sitting, while repairing equipment, automobiles, and diesel trucks
- Ability to see and hear hazards associated with the operation of construction equipment
- Must be able to lift 50 lbs.
- Communicating by radio and telephone
- Other physical efforts as required

Reports to:

- General Manager

Education and/or Experience:

Required:

- Associates Degree or Certificate. Technical schooling in building construction or related degree or certification

- Without Associates Degree, must have at least ten years' experience in the aforementioned areas
- 5 years of directly related experience in building construction, carpentry, drafting, HVAC, electrical, and plumbing

Compensation:

- Salary plus commission; base salary range based on education and/or experience
- Medical and Dental Benefits
- Retirement Plan
- Employee Compensation Plan

Contact Information:

Send cover letter/resume or for further information:

jobs@hotfair.com