

DEPARTMENT: Operations
JOB TITLE: Operations Supervisor (Night)
REPORTS TO: Operations Manager
SUPERVISES: Full and Part-time Operations Workers,
FLSA: Hourly

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POSITION SUMMARY

This is a full time working supervisory position supervising event set service and changeover and housekeeping tasks.

MAJOR RESPONSIBILITIES

- ◆ Working supervision of staff,
- ◆ Oversee proper use and care of equipment,
- ◆ Oversee collection of data from staff for department reports
- ◆ Supervises housekeeping tasks
- ◆ Supervises event changeovers,
- ◆ Inspects work for proper execution
- ◆ Training staff
- ◆ Assists in set up, tear down and service of events.
- ◆ Conducts interior and exterior rounds and reports unusual events.
- ◆ Documents all notable events in security logs.
- ◆ Check in and out keys, radios and other safety items.
- ◆ Perform proper shift turnover to include pass down log review.
- ◆ All other duties/responsibilities as assigned.

WORKING CONDITIONS

This is a fast paced environment requiring repetitive motion and the lifting of up to one hundred pounds. May be exposure to extreme weather conditions.

KNOWLEDGE, SKILLS & ABILITIES

- ◆ High school diploma or G.E.D.
- ◆ 2-3 years supervisory experience preferred
- ◆ Must be able to speak, read, and write English fluently.
- ◆ Excellent interpersonal, oral and written communication skills.
- ◆ Ability to work some evenings, early morning, holidays, and weekends as required.
- ◆ Familiarity with blueprints a plus.
- ◆ Mechanical aptitude helpful

This description portrays in general terms the type and levels of work performed and is not intended to be all-inclusive or to represent specific duties of any one incumbent. The knowledge, skills, and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training. **SMG is an Equal Opportunity Employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VERRA Federal Contractor.**