

Class Code: H33
City of Anaheim
Class Specification

Classification
SERVICE SHIFT SUPERVISOR

DEFINITION:

Under minimal supervision, supervises, assigns, reviews and participates in the work of multiple crews responsible for providing set up, tear down and cleaning of the Stadium or Convention Center on an assigned shift; and performs a variety of technical tasks relative to assigned area of responsibility.

TYPICAL DUTIES:

Plans, schedules, prioritizes, assigns, supervises, reviews, and participates in the work of multiple crews responsible for providing set up, tear down, and cleaning of the Stadium or Convention Center on an assigned shift.

Participates in the selection of set up, tear down, and cleaning staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.

Prepares various reports and records on operations and activities; maintains time, material and equipment use records; prepares billing summaries for facility services.

Oversees and inspects the work of assigned crews on the shift including set up and clean up crews, maids and porters; ensures work is accomplished in a timely and appropriate manner.

Reviews arrangement memos; coordinates with event coordinators to determine proper set up for event; reads plans and directs the set up of chairs, risers, stages and equipment.

Receives requests from tenants; responds to emergency requests for service including spills, plugged restroom facilities and broken light fixtures.

Operates equipment used in set up, tear down and clean up work including forklifts, power sweepers, tractors, electric carts, city trucks and cars, front end loaders, high lifts and a variety of hand and power tools; trains others in the use of equipment.

Requisitions supplies and materials; distributes supplies and equipment to staff.

Performs the full range of set up, tear down and clean up duties.

Serves as Duty Manager as requires.

Performs related duties as assigned.

MINIMUM REQUIREMENTS:

Experience In: Extensive set up, tear down and clean up experience in a large facility including lead supervisory experience.

Knowledge Of: Principles of supervision, training and performance evaluation; pertinent Federal, State and local laws, codes and regulations including state fire codes; procedures, methods and techniques of event set up and tear down; tools, equipment and supplies used in providing comprehensive set up, tear down and cleaning services; safe work practices.

Ability To: Supervise, train and evaluate work of multiple crews; maintain detailed records and prepare administrative reports; assume the responsibility for the operation of the facility in the absence of the manager; work shifts and holidays; be on call as needed; communicate clearly and concisely, both orally and in writing; establish and

maintaining cooperative working relationships with those contacted in the course of work.

Physical Requirements: Physical ability to use both hands, arms and legs; stoop, bend and lift up to 100 pounds; climb stairs.

License and/or Certification Required: Possession of, or ability to obtain, a valid California Driver's License by date of appointment.

Supervision Received: Works under administrative direction of higher level management staff who outlines assignments and periodically reviews the work in progress and completed work.

Supervision Exercised: Makes assignments, sets priorities for, trains and review the work of lead workers, maids, porters, and sweepers. Hires and disciplines.

NOTE: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Unit of Representation
Created - 8/89 L. Harvey
Former Job Class - Lead Cleaner Set Up Worker II
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