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|---------------------------|--------------------------------------|-------------------------|-----------------------|
| <b>Position Title:</b>    | Coliseum Foreperson                  | <b>Pay Grade:</b>       | NON.PB1               |
| <b>Department:</b>        | Downtown Enterprise Facilities       | <b>Bargaining Unit:</b> | NON                   |
| <b>Employment Status:</b> | Full-time                            | <b>FLSA Status:</b>     | Non-Exempt            |
| <b>Revised Dates:</b>     | 9/19; 1/19 (title); 1/17; 4/16; 3/96 | <b>W/C Code:</b>        | 9154                  |
| <b>Established Date:</b>  | 7/90                                 | <b>EEO Category:</b>    | Skilled Craft Workers |
| <b>Supervisory Work:</b>  | Supervises                           | <b>EEO Code/Name:</b>   | 0712 General Foreman  |

**Job Overview Summary:**

This is supervisory and participatory work in the maintenance, repair and renovation of the Coliseum and the setting up and operation of fixtures and facility equipment for scheduled events. Employees in this position are expected to be able to perform any and all work tasks and comply with any work schedules or attendance or duty requirements, which may be established by City or department rules. Work is performed with considerable independence and is reviewed through conferences, observation and evaluation of results achieved.

*Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.*

**Duties:**

- Assists in the determination of sound, lighting and staging requirements for scheduled Coliseum events.
- Obtains bids and cost estimates for equipment needed for scheduled events; participates and may supervise in its installation, setup, operation and take-down.
- Determines if extra personnel are needed for events; in conjunction with the supervisor, may coordinate procurement of same and provide supervision when required.
- Identifies, schedules and performs routine maintenance procedures for the HVAC, electrical and plumbing systems and related appurtenances to ensure the safe and efficient operation of the facility and equipment.
- Confers with stage managers and event promoters regarding equipment and staging requirements; In conjunction with the supervisor, recommends and arranges suitable alternatives if appropriate or necessary.
- Assures applicable safety standards are maintained in the interest of public safety; draws and provides public safety personnel layouts of fire evacuation plans for scheduled events.
- Provides supervision and assistance to employees assigned custodial or maintenance duties.
- Operates and maintains equipment and tools needed for facility maintenance, repair and event setup such as air lifts and floor maintenance equipment.
- Performs related work as assigned.

**Minimum Qualifications:**

High school graduate or GED equivalency. Considerable experience in facilities maintenance and the operation and maintenance of theatrical equipment such as lighting and sound systems, including some supervisory experience.

**Knowledge and Skills:**

- Considerable knowledge of the methods, materials, practices and equipment required for the maintenance and operation of an entertainment facility.
- Knowledge of stage construction and rigging, lighting and sound equipment installation and operation and other related aspects of an entertainment facility.
- Knowledge of the occupational hazards and safety precautions required of the work.
- Skill in the use and care of tools and equipment.
- Ability to interpret and work from sketches, diagrams, technical orders, blueprints and manufacturer's manuals and specifications.

- Ability to establish and maintain effective working relationships with employees and the public as necessitated by the work.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to keep work records and to prepare reports.
- Ability to estimate time and materials for work projects.

**Required Responsibilities:**

Successful demonstration of the following competencies are standard expectations for all City staff: *cultural competence, inclusivity, job knowledge, productivity, quality of work, adaptability/flexibility, communication, and customer focus*. Additional competencies are assigned based on the employee's job classification. Information about the required competencies including definitions can be found in the Core Competency Guide, a copy of which is located on the U: drive/Human Resource Info/Job Descriptions folders and on the intranet.

**Necessary Special Requirements:**

Must possess a current valid State of Florida Driver's License. If assigned duties require the use of a personal motor vehicle, an automobile insurance policy that meets the minimum requirements of liability established by the State of Florida for property damage and personal injury coverage must be maintained. Work hours may vary and may include nights and/or weekends.

**Public Contact:**

Contacts are an essential component of this position and are for the purpose of obtaining and furnishing information, providing interpretations, responding to complaints as assigned, and similar purposes. Work may involve considerable public contact and usually requires the incumbent to interact with the public, various City departments, and governmental agencies, as needed. Work requires an employee of this class to present oneself in a courteous, tactful, and effective manner.

