



JOB DESCRIPTION

POSITION: Building Superintendent

STATUS: Full-time / Exempt

REPORTS: Director of Facilities

SUPERVISES: Operations Supervisors and Part Time Operations Staff

FACILITY: Erie Insurance Arena / UPMC Park

CLOSING DATE: June 11th, 2021

**POSITION
SUMMARY:**

The Building Superintendent is responsible for the direct supervision of building maintenance, grounds, and event operations of the Erie Insurance Arena and UPMC Park. In addition, he/she directs and/or performs skilled labor tasks such as electrical work, carpentry, plumbing, etc.

The Building Superintendent will assist in the development and monitoring of the annual budget. He/she plans, organizes, directs, controls and evaluates the work of his/her subordinates through scheduling. He/she must keep records of preventative maintenance activities while maintaining cleanliness and order in the general operating areas. He/she must assure that the arena is properly cleaned and set up to accommodate scheduled sporting and entertainment events. He/she is expected to perform other duties as assigned by his/her supervisor.



The Building Superintendent supervises, coordinates and evaluates activities of workers engaged in including but not limited to the following:

1. Maintaining the proper care and maintenance of all buildings and equipment including, but not limited to, boilers, chillers, motor vehicles, physical structures and utility systems of the Erie Insurance Arena and UPMC Park
2. Housekeeping
3. Event Set-up / Conversions
4. Hockey Ice Installation and Maintenance
5. Event Support and Operations
6. Exterior Complex Maintenance and Snow Removal
7. Maintain and schedule ice rental times and Erie Otters practice times

QUALIFICATIONS: The Building Superintendent must possess a Bachelor's Degree in Facilities Management, Business Administration, related field, or equivalent experience. Experience in public assembly facilities or hospitality industry preferred but not required. He/she must be bondable and pass a security/reference check. He/she must be able to establish and maintain effective working relationships with superiors, other staff, vendors, and the public. He/she must be well organized, and detail-oriented. He/she must be able to work non-standard work week. He/she must be able to walk, climb, lift fifty pounds and have manual dexterity and motor coordination

SALARY RANGE: \$57,000-\$67,000

ERIE INSURANCE ARENA / UPMC PARK BUILDING SUPERINTENDENT
JOB DESCRIPTION DETAIL

- Supervises Operations Supervisors and part-time Operations Department workers.
- Assists Director of Facilities in the process of managing, controlling, and administering procurement functions and procedures for the facility.
- Implements policies and procedures for the Operations Department.
- Ensures world class service to clients, guests, stakeholders, contractors, and the community.
- With the Director of Facilities, maintains all capital projects, facilities, upgrades, and improvements.
- Assists in negotiating and monitoring all facility short- and long-term service contracts.
- Responsible for carrying out preventive maintenance plan for Erie Insurance Arena / UPMC Park campus.
- Assists with vehicle access and circulation issues in and around the Erie Insurance Arena and UPMC Park. Ensures that vehicle access is maintained in an efficient, safe manner.
- Assists with staffing of all Operations Department personnel.
- Orients and assists with the training of all Operations Department personnel.
- Prepares daily and weekly reports for review with the Director of Facilities.
- Coordinates Operations Department tasks with the Food & Beverage Operation to the best interest of the entire facility and customer service.
- Personally, and through subordinates, maintains positive employer/employee relations. Directs, develops, and coaches department personnel to work to full potential. Recognizes employees who meet or exceed expected levels of performance.
- Implements corrective action procedures with employees whose performance or conduct does not meet required levels.
- Conducts performance appraisals.
- Attends, participates and is fully prepared at all weekly Operations staff meetings.
- Directs workers engaged in painting and performing structural repairs to masonry, woodwork, furnishings of buildings, maintaining and repairing building utility systems, electrical wiring and controls, heating and ventilating, water distributing, and plumbing systems.

- Provides hands on efforts for the planning, installation, and repair of temporary and permanent utility services, including electrical, water, compressed air, natural gas, and electronic data services. Responsible for supervising, training, and supporting staff that assists in these efforts.
- Works directly with the Head Grounds Keeper to direct workers engaged in ground maintenance activities, such as snow removal, mowing lawns, trimming hedges, removing weeds, raking and disposing of leaves and refuse.
- Reviews event paperwork. Works closely with other Erie Insurance Arena and UPMC Park departments to coordinate event-related mechanical and electrical needs. Assigns event-related work to staff. Follows-up to ensure that assigned work is completed in accordance with event schedule and ECCCA quality standards.
- Works closely with the general public and clients. Represents the facility in communicating building policy with clients.
- Oversees training and supervises staff to safely operate equipment (i.e., personnel lift, forklift, bobcat, et.). Operates such equipment as needed.
- Coordinates and oversees the outsourcing of mechanical and electrical work as well as equipment operators.
- Works closely with contractors assigning tasks as well as ensuring that the ECCCA standards, fire/safety codes, and the specifications agreement are maintained in the performance of work carried out.
- Reviews labor utilization and expense in the Operations Department and controls labor costs. Submits regular reports to the Director of Facilities.
- Initiates cost control measures relevant to the physical operation of the facilities focusing on all building utility systems (electrical, chilled water, steam, water and plumbing). Submits regular reports to the Director of Facilities and Chief Mechanical Engineer.
- Assists in the development, implementation, and supervision of the preventive maintenance and work control programs.
- Must be responsible to collect and analyze building maintenance and equipment.
- Works closely with Erie Otters hockey team, Erie SeaWolves baseball team and any other tenant organizations to ensure all event logistics are properly managed.
- Ensures the building is maintained to the highest degree of cleanliness and efficiency.
- Submits accident and workers compensation claims to Director of Facilities.