



*Get Up and Go!*

## JOB DESCRIPTION

**POSITION:** OPERATIONS CREW LEADER

**STATUS:** Full time / Non-Exempt

**REPORTS TO:** Building Superintendent

**SUPERVISES:** Part-time Operations

**FACILITY:** Erie Insurance Arena

**SHIFT:** Must be flexible to rotate between first, second and third shift as needed.

**CLOSING DATE:** August 4<sup>th</sup>, 2021

**SUMMARY:** The Crew Leader is a “hands on” position responsible for performing all tasks relative to the general operation, maintenance, safety and cleanliness of the buildings and grounds. He/she will lead event changeovers and assist in repair and/or custodial work as required. He/she is responsible for organizing, directing and controlling the crew of part-time operations staff. He/she must work closely with other building staff and departments to ensure the success of each event, satisfying the Erie Events goals and objectives in a most effective and efficient manner. He/she must be capable of using and maintaining tools and equipment which includes, but not limited to forklift, power tools, heating and lighting systems, etc. In addition, he/she directs or performs skilled labor tasks such as electrical work, carpentry, plumbing, etc. He/she is expected to perform other duties as assigned by his/her supervisor.

**QUALIFICATIONS:** The Crew Leader must possess a high school diploma or equivalent and/or vocational/technical training. He/she must possess working knowledge of some carpentry, plumbing, electrical and other general maintenance work. He/she must be capable of supervising semi-skilled workers and be able to communicate with them to meet the needs of the tasks at hand. He/she must be able to walk, climb, lift 50 pounds and have manual dexterity and motor coordination. He/she must be bondable and pass a security/reference check.

**SALARY RANGE:** \$15.00-\$21.00 Per Hour



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## **OPERATIONS CREW LEADER – JOB DESCRIPTION DETAIL**

- The Crew Leader is a hands-on position responsible for performing all the tasks relating to the general operation, maintenance, safety and cleanliness of the stadium and grounds.
- The Crew Leader performs maintenance tasks including arena repairs of heating and lighting systems, the facility's electrical components as well as the facility's structure itself. The tasks also include plumbing, carpentry, painting and others as required.
- The Crew Leader will be responsible for clearing snow and ice from the arena sidewalks, grounds and parking spaces in a timely manner.
- The Crew Leader is responsible and in charge of the arena during Erie Events events such as youth, scholastic and collegiate sporting events, trade shows, etc.. In this capacity, the Crew Leader continually communicates with promoters and event producers to satisfy event needs as required.
- The Crew Leader utilizes part-time help in the most efficient and effective manner possible.
- The Crew Leader continually utilizes the resources of Erie Events in the most efficient and effective manner possible.
- The Crew Leader must be honest, trustworthy, reliable, and dependable and strive to do the best job possible under all circumstances.
- The Crew Leader must work well with fellow employees, as a team member, working toward common goals.
- The Crew Leader must be a self-starter and work extremely well under pressure and strive to meet deadlines.
- The Crew Leader must be able to schedule part-time employees and order supplies for the facilities.
- The Crew Leader must complete work assignments in a timely manner and be neat, organized and strive for accuracy and efficiency.

**Erie Events is an Equal Employment Opportunity Employer:  
Minority/Female/Disability/Protected Veteran**