



NORTH CHARLESTON COLISEUM, CONVENTION & PERFORMING ARTS CENTERS

JOB DESCRIPTION

POSITION: Building Services Manager **DEPARTMENT:** Building Services
FLSA STATUS: Full-Time, Exempt

SMG, the leader in privately managed public assembly facilities has an excellent and immediate opening for Building Services Manager at the North Charleston Coliseum, Convention and Performing Arts Centers (the Facilities). This position oversees all physical facilities and operations of the Facilities and produces and operates a preventive maintenance program for the interior and exterior of the Facilities. Position works within a team structure and has the authority and autonomy to produce the desired work environment.

REPORTS TO: Assistant General Manager

SUPERVISION EXERCISED: Building Services staff

AREAS OF RESPONSIBILITY:

- Understand and assist with all physical operations of Facilities including, but not limited to, building automation and control systems, HVAC, electrical, plumbing, fire suppression and life safety, lighting, key system, ice making and IT systems.
- Operate and oversee the CMMS program for the Facilities, including but not limited to, HVAC, electrical, lighting, refrigeration, telecommunications, and vehicles. Ensure that staff is trained on, and comply with, OSHA rules and regulations, and follow SMG safety programs.
- Hire, supervise, motivate and schedule the Building Services, Ice Crew and Painting staff. Complete performance appraisals and make salary recommendations, as requested, on staff.
- Train and direct Building Services staff in proper operation of all Facilities' operations systems, equipment and procedures.
- Prepare, and operate within, the annual department budget. Assist in researching and implementing a Capital Items budget.
- Assist in management of new construction and FF&E issues including, but not limited to, design, purchase and installation of systems.
- Initiate and oversee all maintenance contracts.
- Order Building Services supplies, equipment, and uniforms.
- Respond to tenant and customer inquiries, complaints and suggestions.
- Operate the Facilities during event and non-event modes as efficiently as possible.
- Control distribution of keys and coordinate lock replacements.
- Fully understand Facilities layout to maximize usage (i.e., storage).
- Develop and submit lists of necessary repairs and improvements.
- Conduct and record air quality tests as needed, maintain HVAC units and monitor utility meters.
- Assist staff as needed in all areas of Operations, performing other tasks as assigned.

EDUCATION & EXPERIENCE

- Associate's degree from two-year college or university in a related field preferred.
- Minimum of 2 years' experience in Facility Operations.
- Or equivalent combination of education and experience required.
- Previous experience in similar facility operation, and/or experience in making and maintaining ice for hockey and ice shows, and/or a degree in technical certification in engineering or a related field preferred.

SKILLS & ABILITIES

- Demonstrated technical knowledge of building maintenance, control functions and engineering methods as described above including HVAC, electrical, plumbing, carpentry and fire suppression systems.
- Knowledge of safety rules and laws including building codes and standard designs.
- Experience working with governing agencies dealing with facility inspections.
- Knowledge of supervisory principles and practices with an emphasis in working with, training and scheduling engineering, technical and maintenance crews.
- Knowledge of maintenance equipment and purchasing techniques.

COMPUTER SKILLS

- Ability to operate standard office equipment such as computers, fax machines, phone, etc.
- Proficient experience working with Microsoft Office Suite, including Excel and Power Point.

PHYSICAL REQUIREMENTS

- Must be physically able to bend, stoop, walk upstairs and work from lifts, ladders for extended periods of time as needed.
- Standing and walking for extended periods of time.
- Moderate to extreme exposure to noise during events.
- Daily lifting up to 50 lbs. multiple times a day.
- Eye-hand-foot coordination.
- Hearing sufficient to clearly hear voices, alarms, bells and horns.

CERTIFICATES, LICENSES & REGISTRATIONS

- Must possess any licenses, certificates or training required by local, state or national authorities for the operation of the equipment found at the Facilities.

OTHER QUALIFICATIONS

- Ability to work flexible hours in addition to normal business hours including nights, weekends and holidays as needed.
- Excellent written and verbal skills, organizational ability, and interpersonal skills.
- Professional presentation, appearance and work ethic.

TO APPLY

This position offers a competitive salary and benefit package. Deadline to submit resume is November 18, 2016. Resume and salary requirements can be forwarded to tjohnson@northcharlestoncoliseum.org or:

**North Charleston Coliseum
Attn: Tina Johnson
5001 Coliseum Drive
North Charleston, SC 29418
Phone: 843-529-5050
Fax: 843-529-5010**

SMG participates in E-Verify.

SMG is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRA Federal Contractor.

Not a Contract