

Convention Center Authority

Position Title: Facility Night Manager

Position #:	10911
Salary Grade:	CA 7
Effective Date:	7/1/2016
Revision Date:	

<input checked="" type="checkbox"/>	Exempt
<input type="checkbox"/>	Non-Exempt

<input checked="" type="checkbox"/>	Full-Time
<input type="checkbox"/>	Part-Time
<input type="checkbox"/>	Seasonal

Indicate Employee Type	
<input type="radio"/>	Administration
<input type="radio"/>	Sales/Marketing
<input type="radio"/>	Event & Guest Services
<input checked="" type="radio"/>	Operations
<input type="radio"/>	Finance & Administration
<input type="radio"/>	Food & Beverage Services

POSITION SUMMARY: In a few sentences, briefly describe the primary function and purpose of position.

Under the direction of the Director of Facilities, this position will lead the overnight planning, coordination, execution, and oversight of building changeovers, oversee housekeeping efforts, and ensure building readiness for the Music City Center's Operation Team. This is a third shift position and will provide leadership and direction to third shift team members and serve as the main point of contact for Operations Department Heads (Set-up, Housekeeping, Parking, Security, Engineering, Technology, and Event Services) during overnight shifts.

PRINCIPAL POSITION RESPONSIBILITIES/DUTIES: Below is a list of major tasks beginning with the most important for which the position is responsible.

RESPONSIBILITIES/DUTIES	
1.	Serving as the Primary Manager on Duty (MOD) for the Music City Center overnight.
2.	Managing the overall overnight operation of all departments with third shift staffing.
3.	Ensuring readiness in all areas for the next day including proper completion of room sets, cleanliness, utility installs, overnight guard coverage, etc.
4.	Serving as the overnight liaison for Operations department heads to include Facilities, Housekeeping, Engineering, Security, Parking, Event Services, Technology, and labor contractors (set-up, housekeeping, event security, EMT's, etc.)
5.	Managing/assisting departmental supervisors with staffing or logistical issues that may arise.
6.	Inspecting facility for proper lobby furniture/equipment placement, damages, etc.
7.	Ensuring overnight notification to proper management team members for unusual items that may arise.
8.	Assist with any medical or facility emergencies.
9.	Overseeing late night ice/snow removal efforts as required seasonally.
10.	Completing and distributing a nightly MOD report.
11.	May be required to fulfill responsibilities of positions as needs dictate.
12.	Must be well versed in MCC Policies, procedures and HR processes.
13.	
14.	
15.	Perform additional duties as assigned.

100%

Job Evaluation Factors (Check all that apply)

Formal Education <small>(Minimum Required)</small>	<input checked="" type="checkbox"/> H.S. Diploma or GED preferred <input type="checkbox"/> Vocational or Technical School required <input type="checkbox"/> Associate's Degree preferred	<input type="checkbox"/> Bachelor's Degree preferred <input type="checkbox"/> Education/Experience Equivalent Other:
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Minimum Experience <small>(Minimum Required)</small>	Impact On Budget
<input type="checkbox"/> None <input type="checkbox"/> One to three years <input type="checkbox"/> Three to five years <input checked="" type="checkbox"/> Other: 5 years supervisory experience in Hospitality or Facility Management industry	<input type="checkbox"/> Contributory <input type="checkbox"/> Direct <input type="checkbox"/> Other:

Decision Making <small>(level of direction & supervision)</small>	<input type="checkbox"/> Little independent judgment required <input checked="" type="checkbox"/> Judgment/discretion to make independent decisions within guidelines <input checked="" type="checkbox"/> Establish Policy & Procedures <input type="checkbox"/> Other:
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Problem Solving <small>(Typical level encountered over extensive period of time)</small>	<input type="checkbox"/> By reporting and/or talking to supervisor <input type="checkbox"/> Choices defined in standard work procedures/policies <input type="checkbox"/> Methods chosen before in similar situations <input checked="" type="checkbox"/> Identification and analysis of diverse problems <input checked="" type="checkbox"/> Complex, varied and only mildly related to those seen before <input checked="" type="checkbox"/> Requires understanding/evaluation of impact upon the CCA <input type="checkbox"/> Other:
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External Contacts	<input type="checkbox"/> External communication is minimal <input checked="" type="checkbox"/> Regular contact with general public <input checked="" type="checkbox"/> External contacts involving difficult formal negotiations <input checked="" type="checkbox"/> Effectively deal with diverse groups and organizations <input type="checkbox"/> Other:
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Supervisory Responsibility <small>(Typical level encountered over extensive period of time)</small>	<input type="checkbox"/> None <input type="checkbox"/> Authority limited to direction of temporary employees only <input type="checkbox"/> Orient/train others; may act in a lead capacity <input checked="" type="checkbox"/> Provide leadership/direction to staff on event related issues <input checked="" type="checkbox"/> Supervise multiple functions, with full responsibility for effective operation & results <input checked="" type="checkbox"/> Overall responsibility to provide direction and guidance <input type="checkbox"/> Other:
Number of Direct Reports:	

Job-Related Knowledge <small>(knowledge of...)</small>	<input checked="" type="checkbox"/> Basic skills in oral/written communication <input checked="" type="checkbox"/> Microsoft Word <input checked="" type="checkbox"/> Microsoft Excel <input type="checkbox"/> Microsoft PowerPoint <input type="checkbox"/> Microsoft Access <input checked="" type="checkbox"/> Microsoft Outlook	<input type="checkbox"/> Microsoft Publisher <input type="checkbox"/> AutoCad <input type="checkbox"/> Financial Management <input type="checkbox"/> Administrative principles/practices <input type="checkbox"/> Computers <input type="checkbox"/> Other:
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**WORKING CONDITIONS/PHYSICAL EFFORT: (Check all that apply)****Working Conditions**

- Office, computer room
- Service Areas
- Flexible work schedules
- Valid TN Driver's License
- Travel Required
- Exposure to Customers
- High noise environment
- High dust, dirt, grease environment
- Exposure to moving machinery
- Exposure to chemicals
- Outdoor exposure to weather
- Requires Pre-employment Physical

Physical Effort

- Typically sitting at a desk or table
- Typically standing or walking
- Bending, crouching, stooping
- Running, climbing
- Intermittently sitting/standing/walking
- Climbing ladders/scaffolds
- Lifting 10 lbs or less
- Lifting 11-25 lbs
- Lifting 25 lbs or more
- Using Power Tools
- Using Pallet Jack
- Using Utility Carts
- Using Forklift
- Driving CCA Vehicle

**Employee Print
Name/Date**

Date:

I have read and understand the job requirements.**Employee's Signature**

Supervisor Print Name:

Date:

Supervisor's Signature:

Title:

Copies to: **Employee**
 Department Director
 Personnel File

For HR Use Only (Do not write below this line):