

CONVERSION CREW COORDINATOR

Department: Operations
Status: Part-time, Hourly
Immediate Supervisor: Director of Operations / General Manager

Qualifications

High school diploma or GED;
Minimum of 3 years supervisory experience;
Work experience in construction field/manual labor field preferred.
Hands on experience in the changeover and set up of public assembly facilities.
Position requires the ability to walk, use hands to handle or feel, climb or balance, stoop, kneel, crouch, or crawl, talk or hear, reach with hands and arms and climb stairs;
Position requires the ability to lift and/or move up to 50 pounds;
Ability to work under tight time constraints;
Ability to lift heavy loads in various weather conditions;
Ability to work in various size spaces
Specific knowledge of portable seating, ice maintenance, hockey glass and boards, portable basketball floor and other associated equipment.

Job Functions

Assists the Director Of Operations with hiring of new conversion staff.
Responsible for excuting training and completion sign off of all new conversion and operations staff.

- Establishes job functions and completion parameters for each assigned crew member;
- Helps in operational maintenance of the changeovers from event set-up to the actual running of the event
- Works with Operations Director to establish list of items for changeover and provides continuous monitoring of subordinates performance;
- Inspects subordinates' work to ensure proper work was done in accordance with guidelines of facility, tenants and the Inspector/Fire Marshall;
- Assists employees with preparation, actual set up, and completion including but not limited to inspections of event set-ups to ensure quality and workmanship is in compliance with event requirements, design standards and building codes;
- Provides input and continuous monitoring of the changeover to maximize the efficiency of the changeover and the reduction of man hours expended to complete the changeover.
- Provides input and promote compliance to a safe work environment.
- Ensures superior relations and communication between clients, The City of Windsor, and Global Spectrum.
- Proficiency with hand and power tools and ability to read and work with a

tape measure;

- Repairs ice rink, dasher boards, and ice dam, cut and replace broken glass.

Develop standard operating procedures.

Responsible for signing off on conversion checklists for each changeover that takes place.