



Grounds Section Supervisor

Salary: commensurate with relative experience

Work Address: Kentucky Exposition Center
937 Phillips Lane Louisville, KY 40209

KENTUCKY EXPOSITION CENTER

937 Phillips Ln
Louisville, KY 40209
Phone: 502.367.5000

KENTUCKY INTERNATIONAL CONVENTION CENTER

221 S Fourth St
Louisville, KY 40202
Phone: 502.595.4381

www.kyvenues.com

Kentucky Venues' two major convention and exposition facilities – the Kentucky Exposition Center and the Kentucky International Convention Center – work with regional, national and international clients to host world-class events. Kentucky Venues also produces signature events annually: Kentucky State Fair, World's Championship Horse Show, National Farm Machinery Show, Championship Tractor Pull, North American International Livestock Exposition, and the North American Championship Rodeo.

About the Kentucky Exposition Center

The Kentucky Exposition Center is one of the largest exposition facilities in North America. It hosts some of the world's most recognized events and trade shows with 1.2 million square feet of contiguous meeting space. There are 54 meeting rooms, two arenas and 300 acres of outdoor exhibit and demonstration space, which is all vastly configurable to the specific needs of our clients.

Work schedule can include nights, weekends and holidays as required. Benefits include life, health, dental and vision insurances, free parking, paid personal and sick leave, and a state employee pension.

Job Description:

The Grounds Section Supervisor is responsible for overseeing and managing staff in keeping all facility grounds and greens areas in a clean and orderly condition including coordinating activities with contracted landscapers and maintaining the fountain in front of Freedom Hall. Position is responsible for supervising the activities of full-time and temporary staff crews in trash cleanup, outside animal pen maintenance, horse barns maintenance, and heavy equipment operations.

Essential Functions:

- Inspect the work of staff directed to perform move-in, setup, changeover, and move-out of outside events;
- direct the setup and storage of spotlights, barricades, benches, pens, cattle ties, horse stalls as necessary;
- review contracts or work assignments to determine service, machine or workforce requirements for jobs;
- monitor project activities to ensure that instructions are followed, deadline are met and schedules are maintained;
- oversee packer operations and equipment operators;
- recommend changes in working conditions or equipment used to increase crew efficiency;
- maintain required records, such as personnel records, project requisitions and contracts with landscaping companies;
- perform staff management activities such as hiring workers, evaluating staff performance, or taking disciplinary actions when performance problems occur;

WE SET THE STAGE. YOU STEAL THE SHOW.



- perform administrative duties such as authorizing leave or processing time sheets;
- notify managers concerning the need for major repairs or additions to building external sprinkler and fountain systems;
- requisition supplies or equipment needed for grounds maintenance from stockroom;
- direct staff to respond to work orders to move heavy items, equipment, or supplies either manually or by using hand trucks, forklifts, front-end loaders and trucks;
- remove snow and ice from sidewalks, driveways, and parking lots using snowplows, snow blowers, snow shovels, and spread show melting chemicals;
- monitor staff in the use of basic landscape equipment to remove trash and landscape debris from sidewalks, building frontage and parking lots;
- respond to guest inquiries and requests in a courteous and polite manner;
- keep facility clean and free of food, trash and other obstacles, ensure cans are lined;
- monitor drivers to operate trash compactor per procedures policy;
- manage staff to move and set tables, chairs, benches, bike racks, bleachers and stage components;
- read work orders or oral instructions to determine work assignments or equipment needs, communicate to employees on shift and/or perform duties as working supervisor;
- stack equipment in warehouse or storage in an orderly fashion, ensuring equipment is not damaged;
- perform other duties as required by management.

Physical Demands: (Employee must be able to perform with or without reasonable accommodations.)

- must have near, far and peripheral vision to safely maneuver equipment and inspect for damages;
- must be able to lift, push, pull, carry objects up to and over 50lbs;
- must have valid driver's license in order to drive company trucks to transport employees on crews;
- must be able to coordinate limbs in order to maneuver table and chair carts, equipment, etc.;
- must be able to communicate verbally and face-to-face in order to communicate with crews;
- must be able to walk across multiple acres of the facility as well as ascend/descend steps and ramps;
- must be able to work effectively under pressure and /or stringent schedule;
- must be able to work in a fast paced environment and handle heavy workload that can present stressful situations.

Work Environment and Hours of Work:

- must be available to work extended hours and overtime as needed for events;
- must be able to work in all weather conditions for outdoors tasks;
- must be able to work in high noise and allergen environment (exhaust, dust, livestock and domestic animals, hay, manure, dirt);
- generally day shift (M-F 7:30a-4p), but can be assigned nights, weekends and holidays as events necessitate for 24/7/364 operations at facility.

Knowledge, Skills and Abilities:

Knowledge of

- customer and personal service principles for providing outstanding customer and client service. this includes customer needs assessment, meet quality standards and evaluation of customer satisfaction;
- principles and methods for moving equipment and freight;
- relevant equipment, policies, procedures and strategies to promote effective safe operations;
- freight operations and safe handling;

Skilled in

- giving full attention to what others are saying, understand points being made, ask questions as appropriate;
- use logic and reasoning to identify the strengths and weaknesses of alternative solutions or approaches to problems;
- talking to others to convey information effectively;
- driving a hand truck or cart to maneuver around items/buildings without damaging property or items;

Able to

- work on a team with a diverse workforce of full-time, temporary and contract employees;
- listen and understand spoken and written language;
- apply general rules to specific problems to produce sound answers;
- determine when something is wrong or likely to go wrong in an operation.

Education and Experience:

Minimum education resulting in ability to perform essential functions and KSAs.

Direct Reports:

Up to 40 full-time, temporary and contract laborers per shift

This position description is not designed to be a comprehensive listing of all functions, duties and responsibilities of the position. The functions, duties and responsibilities may change and others be assigned at any time with or without notice.

Application Process:

Interested applicants should email a cover letter, résumé and at least 3 professional references to:

Bill Murray, Operations Director
Kentucky Venues
Bill.murray@kyvenues.com

The subject line of the email shall state "Grounds Section Supervisor Vacancy".

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, GENETIC INFORMATION OR VETERAN STATUS. REASONABLE ACCOMODATIONS ARE PROVIDED UPON REQUEST.