



Job Title: Operations Specialist

Exemption Status/Test: Exempt

Reports to: Operations Manager

Date Revised: October 2025

Dept./School: Curtis Culwell Center

Pay Grade: MT05

Primary Purpose:

Responsible for set-ups and take-downs of tables, chairs, placement and hook-up AV and sound equipment, drayage, barricades, stanchions, turnstiles, staging, basketball flooring, and other special equipment needed for each scheduled activity in the Special Events Center

Qualifications:

Education/Certification:

- High School diploma or equivalent
- Good driving record and a valid Texas driver's license

Experience:

- Minimum of two (2) years of experience in similar type work involving set-ups or take-downs in large facilities, or facility maintenance experience preferred

Special Knowledge/Skills:

- Demonstrate a mechanical aptitude and have prior experience or good working knowledge of the operations of the event facilities and facility maintenance practices and procedures
- Ability to understand and work from a set of floor plans and instruction sheets
- Ability to plan, assign, and supervise the work of a group of semi-skilled and unskilled workers
- when necessary
- Knowledge of tools, equipment, methods, practices, and materials of trades involved in facility operations
- Knowledge of electrical principles and basic hookups to company box disconnects
- Ability to demonstrate supervisory and leadership skills
- Ability to work independently
- Ability to analyze operating conditions and problems and take appropriate action
- Bilingual English/Spanish preferred

Major Responsibilities and Duties:

Performance Effectiveness

1. Clean event areas during and after set-ups are needed.
2. Assist Audio-Visual technicians, housekeeping (custodians), and other employees as assigned.
3. Serve as crew leader to part-time employees.
4. Operate forklifts, manual lifts, ladders, scrubbers, sweepers, vacuums, buffers, power drills, and other miscellaneous tools and equipment.
5. Installs distributions, electrical boxes, or equipment to company electrical boxes.
6. Troubleshoots and makes minor repairs as possible, including all routine maintenance.
7. Inspect facility spaces daily and generate daily and other periodic reports advising the Center's Operations Department of all other repairs, maintenance needs, needed parts, and all event caused damages.
8. Assists with events in progress under the general supervision of the Event Coordinator as needed.

9. Maintains and cleans equipment, stores and keeps a detailed inventory of all equipment, and makes reports for the Center's Operations Department.
10. Per the event functions sheet and floor plan, ensure setups comply with all fire and building safety codes and that all cords, cables, etc., are neatly placed and taped down.
11. Performs other duties as may be assigned.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment, including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, including frequent keyboarding and use of a mouse; occasional reaching; ability to navigate the facility for prolonged periods

Lifting: Occasional light lifting and carrying (less than 45 pounds)

Environment: May work prolonged or irregular hours; occasional travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress; remain alert for extended periods

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____

Date _____

Received by _____

Date _____