



**SMG STOCKTON**

**POSITION:** Facility Operations Manager

**DEPARTMENT:** Operations

**REPORTS TO:** Director of Operations

**FLSA STATUS:** Exempt

SMG, the leader in privately managed public assembly facilities has an excellent and immediate opening for a Facility Operations Manager at the facilities of SMG Stockton. This position is responsible for performing highly diversified duties to troubleshoot, repair, and maintain the facility.

**MAJOR RESPONSIBILITIES:**

- ◆ Operate, inspect, maintain, and repair building operating systems including boilers, chillers, air handlers, HVAC, electrical, and plumbing equipment.
- ◆ Repair and maintain food service equipment including ovens, grills, dishwashers, deep fryers, and refrigeration units.
- ◆ Obtain bids for additional maintenance and ensure adherence to specifications.
- ◆ Review event documents for operational needs. Identify issues and recommend solutions.
- ◆ Monitor repair activity to minimize downtime and inconvenience to facility event activity and tenants.
- ◆ Ensure all equipment is maintained according to factory specifications and maintain accurate records to that fact.
- ◆ Assist in overseeing activities of construction projects, vendors, subcontractors, and city and county services.
- ◆ Perform highly diversified duties to maintain and repair onsite equipment.
- ◆ Read and interpret equipment manuals and work orders to perform required maintenance and service.
- ◆ Plan and organize the purchase and issue of all materials, parts, and components required for work order completion.
- ◆ Comply with safety regulations and maintain clean and orderly work areas.
- ◆ Detect faulty operations, defective material, and report those and any unusual situations to proper supervision.
- ◆ Keep records of Safety Data Sheets.
- ◆ Operate equipment including forklifts, pallet jacks, and miscellaneous hand and power tools.
- ◆ Hire, supervise, train, and schedule part-time maintenance staff.
- ◆ All other duties and responsibilities as assigned.

**KNOWLEDGE, SKILLS, ABILITIES:**

- ◆ Requires an EPA universal refrigerate certification.
- ◆ Requires a high school diploma/GED.
- ◆ An AA degree in mechanical, electrical, or industrial maintenance; or a trade school diploma a plus.
- ◆ Electrician Certification a plus.
- ◆ At least three (3) years related experience.
- ◆ Considerable knowledge of the principles, methods, tools, equipment, and materials normally used in HVAC, refrigeration, and auxiliary equipment operation and maintenance activities.
- ◆ A thorough knowledge of all Building systems: Electrical, Lighting, Plumbing, HVAC, Refrigeration, building and electrical codes, OSHA regulations and safe working techniques and procedures.
- ◆ Must be highly motivated and able to work independently.
- ◆ Good communication, organization, interpersonal, prioritizing, and time management skills.
- ◆ Basic proficiency in use of computer (i.e. word processing, e-mail, etc.).
- ◆ Must be able to lift at least 50 pounds, stand, stoop, kneel, and climb on a regular basis.
- ◆ Must be flexible with working extended and/or irregular hours including nights, weekends, and holidays as needed. As well as be subject to calls 24 hours in case of emergency.
- ◆ Be licensed to operate a motor vehicle.

**WORKING CONDITIONS:**

Regularly exposed to moving mechanical parts, high, precarious places, outside weather conditions, risk of electrical shock and vibration. Frequently exposed to wet and/or humid conditions, fumes or airborne particles, extreme cold, and extreme heat. Occasionally exposed to toxic or caustic chemicals.

**TO APPLY:**

Please complete an application and attach a resume, cover letter, and salary expectations to the application. A completed packet can be sent to the following:

Celeste Benoit  
Stockton Arena  
248 W. Fremont St.  
Stockton, CA 95203  
FAX: 209.373.1450  
EMAIL: [cbenoit@smgstockton.com](mailto:cbenoit@smgstockton.com)  
No Phone Calls

SMG is an Equal Opportunity Employer M/W/V/D.