



Position Announcement:
McFetridge Sports Center 3843 N California Ave. Chicago, IL
Baseball Stadium at Devon & Kedzie 6404 N Kedzie Ave. Chicago, IL

POSITION: Facility Manager – F/T Exempt
REPORTS TO: Director of Facilities

SMG, the leader in privately managed public assembly facilities has an excellent and immediate opening for a Facility Manager to oversee (2) SMG managed facilities: the McFetridge Sports Center and the Baseball Stadium at Devon and Kedzie. The Facilities Manager reports directly to the Director of Facilities and is responsible for the daily activities required to run, maintain and service the McFetridge Sports Center and the Baseball Stadium at Devon and Kedzie, as well as events within these facilities, by performing the following duties personally or through subordinate supervisors and/or subcontracted services:

ESSENTIAL DUTIES

Include the following - other duties may be assigned.

- Reports to the Director of Facilities and assists in directing, supervising and scheduling all aspects of operations, including engineering, building and grounds, construction, technical services, event services, ADA compliance, public safety, custodial/housekeeping services, Sustainability, Emergency Management, landscaping and snow removal.
- Coordinates the operations activities with all other building departments including but not limited to the General Manager, Event Services (Security, Medical & Ushering), Sales & Marketing (Event Management), Sponsorship, Finance, Grounds Keeper, Parking, Life Safety and Catering & Concessions.
- Implement & regulate facility rules & regulations and policies & procedures.
- Anticipate problems and the appropriate solutions.
- Investigates, analyzes and resolves operational problems and complaints.
- Provide clear, concise and timely communication of directives to all other departments.
- Ensures that operations department receives pertinent information for most effective use of the facility and staffing.
- Assure facility cleanliness & readiness as well as proper staffing levels for daily operations and special events.
- Meets with client groups to plan and organize assigned events.
- Solicits new business through telemarketing, social media, and database and advertising campaigns.
- Attends planning, organization and other event and facility meetings in support of the facility operation.
- Serves as *Manager on Duty* as required.
- Implement MSC and BSDK Credentialing Policies.
- Oversee MSC and BSDK Greening/Recycling initiatives.

SUPERVISORY RESPONSIBILITIES

Responsibilities include but are not limited to:

- Interviewing, hiring and training employees.
- Planning, assigning and directing work.
- Evaluating and addressing employee performance.
- Addressing complaints and resolving problems.

Manages subordinate supervisors in any of the following categories:

- Changeover
- Housekeeping
- Custodial
- Washroom Attendants
- General Labor
- Production
- Technical Services
- A/V
- Event Services
- Landscaping and Snow Removal.

This position is responsible for the direction, coordination and evaluation of each, in conjunction with the Director of Facilities and must carry out these supervisory responsibilities in accordance with SMG's policies and all applicable laws.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

EDUCATION AND/OR EXPERIENCE

Bachelor's Degree from technical college or university with concentration in Sports Management, Maintenance Engineering, or Sales and Marketing preferred. Experience in supervising or managing a similar facility is preferred. Additional experience may be substituted for education.

SKILLS REQUIRED

Position requires ability to:

- Excellent organization skills.
- Ability to prioritize and handle multiple projects simultaneously.
- Good written, verbal and interpersonal skills.
- Ability to interact with all levels of staff including management.
- Effectively supervise staff.
- Strong customer service skills.
- Professional presentation, appearance and work ethic.
- Ice skating skills and general fitness experience.

COMPUTER SKILLS

Basic computer skills including but not limited to; Word, Excel, Publisher, Power Point and use of the internet. Other software including but not limited to; room diagram software, Photoshop, signage design and production software and CMMS System

OTHER QUALIFICATIONS

The ability to work with limited supervision and as a supporting team member is required. This position requires the ability to work flexible hours including nights, weekends and holidays in addition to normal business hours.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to walk extensively and occasionally ice skate when needed to assist with lessons. The employees must occasionally lift and/or move up to 50 pounds. This position requires work inside and outside of the building and some exposure to adverse conditions.

TO APPLY:

Email résumés, cover letter and references to:

Liz Saah - Human Resources Designee

esaah@soldierfield.net

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

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