

Class Title: Stage Crew Chief

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Provides technical support for the use and upkeep of production related equipment. Assists management in the selection and maintenance of equipment. Supervises stage hands and maintains lighting and sound equipment for all departmental facilities.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code	ESSENTIAL FUNCTIONS
1 M	Supervises and schedules stage hands; operates, inventories and maintains lighting and sound equipment for all departmental facilities. Advances shows for all departmental venues. Manages the preventive maintenance program for all production related equipment. Utilizes systems such as Auto CAD; mechanical devices such as theatre fly systems; electronic systems such as scoreboards, phone installations, video boards; and motorized equipment such as forklifts, in the assembly and deconstruction of stage production displays and set ups.
2 L	Consults with lessee(s), promoters and in-house tenants concerning facility usage, costs and other departmental requirements. Provides on-site management of production for indoor and outdoor events from load-in to load-out.
3 L	Provides support and interacts with major tenants including, but not limited to hockey, basketball, the Symphony, the Opera, VSC and CACC.
4 L	Consults with video, sound, lighting, scoreboard and electronic signage vendors to secure new services/products or maintenance on existing equipment. Prepares RFP's for services or products as needed.
5 M	Repairs a variety of production equipment as needed.
6 M	Performs other duties as assigned.

CSC Adopted: October 2001, CSC Revised: May 2015

CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Two years' experience in a related field or an equivalent combination of education and experience.
Certifications and Other Requirements	Valid Driver's License, Commercial Driver's License may be required depending on assignment.
Reading	Work requires the ability to read contracts, plans, and building specifications.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, physics and geometry.
Writing	Work requires the ability to write forms, building specifications, and evaluations.
Managerial	Managerial responsibilities include planning and scheduling maintenance activities, and overseeing and evaluating staff's performance.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, work crews, vendors and sales representatives.

CSC Adopted: **October 2001**, CSC Revised: **May 2015**

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium X	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Equipment repair or maintenance, installations, setting up equipment
Sitting	F	Computer, desk work, meetings
Walking	F	To/from job site, inter-office
Lifting	F	Sound equipment, ladders, lighting equipment, cables, weights, ropes, boxes, cases
Carrying	F	Sound equipment, ladders, lighting equipment, cables, weights, ropes, boxes, cases
Pushing/Pulling	O	Ropes, cases
Reaching	F	Sound equipment, ladders, lighting equipment, cables, weights, ropes, boxes, cases
Handling	F	Sound equipment, ladders, lighting equipment, cables, weights, ropes, boxes, cases
Fine Dexterity	F	Computer keyboard, calculator, writing
Kneeling	F	Equipment maintenance
Crouching	F	Equipment maintenance, installation of telephone lines
Crawling	F	Trace down telephone, sound, lightening cables
Bending	F	Boxes, taping cable lines, running cable
Twisting	F	Boxes, taping cable liens, running cable
Climbing	F	Ladder, steps, running lighting ring
Balancing	R	Ladder, steps
Vision	C	Equipment repair/maintenance, installations, equipment set up, reading, computer, desk work, driving, observations
Hearing	C	Staff, supervisor, customers, clients, general public, meetings, sound equipment
Talking	C	Staff, supervisor, customers, clients, general public, meetings, use of sound equipment
Foot Controls	O	Driving
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, Auto CAD, laser or inkjet printer, copy machine, fax machine, telephone, calculator, sound and lighting board, electronic tools, general office supplies, drill, socket set and other small hand tools or devices, Standard Microsoft Windows and Office software, Fairtron scoreboard computer and software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	M	Dirt and Dust	W
Chemical Hazards	N	Extreme Temperatures	W
Electrical Hazards	M	Noise and Vibration	D
Fire Hazards	M	Fumes and Odors	M
Explosives	M	Wetness/Humidity	W
Communicable Diseases	N	Darkness or Poor Lighting	W
Physical Danger or Abuse	M		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	X
Other (see 2 below)	X

- (1)
- (2) City Buildings/Arena, Theater, Exhibition hall

PROTECTIVE EQUIPMENT REQUIRED:

Eye protection, ear protection, gloves

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

- (3)