



POSITION TITLE: Nighttime Operations Manager

CREATED: 8/2009

GRADE: (I)

FLSA STATUS: Exempt

REPORTS TO: Director of Operations.

POSITION SUMMARY:

Oversees nighttime facilities operations and quality control to ensure all nightly goals are met. Inspects buildings for services needed. Assigns nightly work schedules based on the needs of the Market. Oversee inspection of facilities work to ensure adherence to established standards and cleaning specifications. Has authority for personnel actions and oversees nightly operations of group. Relies on extensive experience and judgment to plan and accomplish goals.

ESSENTIAL FUNCTIONS:

1. Inspect and assess required cleaning of the Market. Keep accurate inspection records.
2. Work with department manager and crew to ensure the quality of facilities work.
3. Maintain good public relations with employees and merchants. Respond to cleaning complaints regarding facilities
4. Perform other related duties as assigned by Director of Operations.
5. Must be familiar with a variety of the field's concepts, practices, and procedures.

QUALIFICATIONS:

- Three to five years experience supervising facilities custodial activities, or facilities management related experience.
- Demonstrated knowledge of facilities/custodial procedures, materials purchasing, and safety requirements.
- Experience working and supervising in a fast paced, highly visible, retail community a plus.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

This is a off normal work hours position, schedule may vary according to business needs.

This position requires the individual to be ambulatory, able to walk 8 hours, go up and down ladders, lift and carry up to 50 pounds, operate 2-way radio, and able to tolerate considerable outdoor work in Pacific Northwest environment. Work environment is fast-paced and requires the ability to work under pressure. Must be able to work with and among all types of people.

The Pike Place Market PDA is an equal opportunity employer and encourages applications from persons of diverse backgrounds and perspectives.