



WEST PLAINS

JOB ANNOUNCEMENT

The City of West Plains is seeking a dynamic and highly organized **Civic Center Operations Supervisor** to coordinate and oversee custodial services, light maintenance, and event logistics for the West Plains Civic Center. This key leadership position is responsible for ensuring the facility is clean, safe, operational, and prepared to support a wide variety of scheduled events. The ideal candidate will possess exceptional communication and customer service skills, a strong attention to detail, and the ability to work collaboratively with staff, lessees, vendors, and patrons. This position requires physical stamina, sound judgment, and schedule flexibility, including evenings, weekends, and holidays. The Operations Supervisor is expected to demonstrate a consistent commitment to high-quality customer service and uphold the mission and core values of the City of West Plains.

KEY RESPONSIBILITIES

- Manages the day-to-day work of the Civic Center custodial staff, overseeing all cleaning and minor maintenance and repairs of the facility.
- Works closely with the Civic Center Manager and Facilities Manager to ensure the facility is properly maintained, secure, safe, and clean for staff and patrons.
- Assists the Civic Center manager to plan and organize a diverse range of events and programs held at the Civic Center, including concerts, performances, sporting events, conferences, exhibitions, and community gatherings.
- Collaborates with event organizers, performers, and stakeholders to ensure successful event execution, including logistical arrangements, scheduling, and staffing.
- Supervises and schedules custodial staff, stagehands, riggers, and other event staff for the setup and teardowns for a variety of events.
- Works closely with the Civic Center Manager and Facilities staff, vendors, and contractors to maintain and upgrade facilities as needed.

MINIMUM QUALIFICATIONS

1. Qualifications, Education, and Experience
 - a. High school diploma, GED, or equivalent; AND
 - b. Minimum of three years of experience working in a venue environment (sports complex, arena, parks facility) or in a position requiring significant operational and logistical responsibility; OR
 - c. An equivalent combination of education and experience that qualifies the individual to have the skills to complete the required job duties.

SALARY AND BENEFITS

- This position has a salary range of \$24.18 - \$33.72 per hour, depending on qualifications and experience.
- A comprehensive benefit package is also offered, which includes:
 - Medical, Dental, Basic Life/AD&D and Long-Term Disability coverages offered at zero cost to the employee, with dependent coverage offered at the employee's cost.
 - Missouri Local Government Employee Retirement System (LAGERS) which is fully funded by the City (no cost to employee) with vesting after 5 years.
 - Voluntary participation in Vision, Cafeteria Plan IRS Section 125, Deferred Compensation 457(b) Plans, Supplemental Life, Accident, Critical Illness, Hospital Indemnity, and an Employee Assistance Program (EAP).
 - Generous paid time off (PTO) program in which new employees receive eight hours of PTO per pay period.

TO APPLY

To be considered for employment, you must submit a completed City of West Plains application. Applications are available online at www.westplains.gov. Completed applications and resumes may be emailed to hr@westplains.gov or delivered in-person to City Hall. All offers of employment are contingent upon successful completion of all pre-employment or post-offer testing, including but not limited to, drug and alcohol screening, thorough background investigation, credit check and medical examination.