

FACILITY SYSTEMS SPECIALIST

JOB DESCRIPTION

Classification Responsibilities: A Facility Systems Specialist is responsible for engineering, designing, and installing systems and equipment related to the four Mesa Arts Center (MAC) theaters, Mesa Contemporary Arts, studios buildings, Shadow Walk, and various performance spaces throughout the MAC and for assisting in all aspects of backstage operations to ensure safety of performers and crew. The Facility Systems Specialist is responsible for diagnosing and repairing electrical and electronic equipment; programming control systems for architectural lighting, theatrical lighting, sound systems, and equipment control systems. The Facility Systems Specialist also coordinates, schedules, and advances performances and events; ensures all technical and logistical needs are properly attended to; supervises and participates in the rigging and strike of theatrical lighting, sound, and overall stage setup for a variety of productions and events including: touring and local theatrical productions, symphonies, operas, dance companies, civic light opera, touring pop shows, recitals, country western, big band, rock and roll, and other presentations and productions. The Facility Systems Specialist integrates touring company electrical equipment, sound equipment, video equipment, and stage setup with house systems as required. The Facility Systems Specialist supervises Theater Technicians and contract labor in the operation of fall protection, audio/visual, and related technical systems before, during, and after events; demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, serves as Theater Technical Supervisor in his/her absence, works cooperatively and jointly to provide seamless customer service; and performs related duties as required.

Distinguishing Features: This class is supervised by the Mesa Arts Center Operations Supervisor who reviews performance through meetings, discussions, conferences, reports, and observations of results and works closely with the Theater Technical Supervisor in all aspects of backstage operations. This position will require working irregular hours, evenings, and weekends. This class is FLSA nonexempt.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Technical Theater or a related field. Good (1 - 3 years) experience related to technical systems used in support of stage productions and related events.

Special Requirements. None

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualifications. Six months supervisory experience is preferred. Entertainment Services and Technology Association (ESTA) Theatrical Rigging, ESTA Entertainment Electrician, infoComm International Certified Technology Specialist certifications are desirable.

ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

Communication: Communicates with the general public, other City employees, vendors, management, contractors, artists, their agents and representatives, and local user groups in order to keep the technical aspects of the MAC Theaters functioning safely. Instructs and trains subordinates, local user group technicians, and Stageworks technical personnel in a backstage setting regarding the use of theatrical equipment and safety. Prepares written documents with clearly organized thoughts and using the proper sentence construction, punctuation, and grammar.

Manual/Physical: Reviews the work products of others to ensure compliance with standard operating procedures, federal regulations (Occupational Safety and Health Act [OSHA]), state regulations, and City of Mesa guidelines. Inspects, monitors, and evaluates information, work-related conditions, and equipment to determine compliance with prescribed operating, safety, and manufacturers guidelines. Distinguishes colors working with electrical wires in lighting and sound equipment. Detects natural gas leaks, toxic gases, smoke, or other hazardous materials. Operates power-driven machinery such as chain hoists, personal lifts and forklifts safely. Uses common hand tools, such as a hammer, saw, screwdriver, tape measure, or other tools such as standard theatrical shop tools. Operates common power tools such as router, belt sander, reciprocating saw, circular saw, chop saw, table saw, band saw, portable battery powered drill, drill press, hammer drill, nail gun, MIG welder, and oxy-acetylene cutting torch. Operates a variety of standard office equipment to maintain records and communicate. Enters data or information into a personal computer in order to organize and track technical information related to maintenance, staffing and performances. Performs physical inventories. Moves material weighing up to 100 pounds for distances of up to 100 feet using proper equipment. Travel over rough or uneven areas. Makes fine, highly controlled muscular movements to adjust the position of a control mechanism, such as operating a pushbutton, joystick, lever, or touchscreen. Makes skillful, controlled manipulations of small objects, such as assembling screws, washers, collar units and inserting them in a hole. Cleans work area. Works with cleaning fluids and agents, using protective equipment, to maintain theatrical equipment. Sets up and removes folding tables, chairs, barricades, traffic cones, or similar equipment to accommodate ancillary events. Coordinates the movement of more than one limb simultaneously. Lifts arm above shoulder level, such as working with sound and lighting equipment. Works in small, cramped areas, and in a variety of weather conditions. Climbs ladders or steps and work at heights greater than 10 feet, such as using a catwalk or focusing theatrical lights. Works at elevated levels up to 120 feet. Uses fall protection lanyards and harnesses as required in a safe manner. Installs, alters, maintains, and repairs wiring and appliances related to sound systems, lighting, or powered stage machinery. Meets scheduling and attendance requirements.

Mental: Plans, organizes, and directs the activities of Mesa Arts Center theaters. Supervises the work of subordinate personnel as they support the performances and events of the Mesa Arts Center theatrical unit. Prioritizes and assigns work to personnel when directed and prioritizes own work. Coordinates work activities and tasks with other Mesa Arts Center areas and user groups as required. Conducts

research and analyzes data to ensure the success of productions and events. Performs mathematical calculations. Comprehends and makes inferences from stage, lighting, sound, and event plots. Understands and interprets blueprints, schematic drawings, layouts, or other visual aids. Estimates labor and material costs from blueprints or other work plans. Learns job-related material through on-the-job training, through material presented in a classroom setting, or by reading documents and manuals. Works cooperatively with other City employees and the general public. Works safely without presenting a direct threat to self or others.

Knowledge and Abilities:

Knowledge of:

principles of acoustics and complex sound systems that utilize computer controlled signal processing, networked Ethernet control systems such as Crestron, stage lighting and networked Ethernet DMX-512 distribution systems, and stage machinery including motorized winches controlled by programmable logic controllers in a large public assembly facility designed for multipurpose uses;
procedures and techniques required for the installation and maintenance of lighting and sound system equipment;
principles and theory of electricity and electronics;
use and repair of stage equipment including lockout/tagout of energy sources;
principles and practices of supervision;
modern stage operations conducted in large public assembly facilities designed for multi-purpose uses;
and OSHA fall protection requirements.

Ability to:

perform a broad range of supervisory responsibilities over others;
install, replace, or adjust electrical and electronic systems;
diagnose and repair electrical and electronic problems occurring in show control equipment, sound systems, architectural lighting systems, stage lighting systems, and computer controlled motorized stage equipment;
program controls systems for architectural lighting (such as ETC's Unison architectural system and PCI Control Keeper relay systems), theatrical lighting (such as ETC Emphasis control system), sound systems (such as BSS SoundWeb, Crown IQwic and L'Accoustics LA Network manager), and equipment control systems such as Crestron;
draw maps, charts, setup plans or similar objects to illustrate changes, work requirements, and for the purpose of obtaining competitive bids from contractors;
determine when work requires a permit from Building Safety, and obtain permits;
work with City and private contractors and engineers to ensure work proposed and completed meets the needs of the MAC;
work from drawings, specifications, and oral requests to achieve desired modifications and repairs;
apply the principles and theories of electricity, install temporary electrical and technical systems;
use tools and diagnostic equipment in maintaining electrical, electronic and mechanical systems;
observe, compare or monitor objects, data, or people's behavior to determine compliance with prescribed operating or safety standards;
keep accurate records of electronic systems' performance, and work accomplished; and

work long hours accommodating a work schedule to requirements of load-ins, load-outs, performances, rehearsals, maintenance, and recordkeeping.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statement of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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SWORN-No