

**City of Fort Worth, Texas
Job Description**

Classification Title	Stagehand Crewleader		
Job Code:	ST5371	Job Family:	Service Trades
Pay Grade	509	Date Reviewed:	07/06/15
FLSA Status	Nonexempt	Date Revised:	

GENERAL SUMMARY

Performs leadership and supervises work of staff responsible for assembly and disassembly of stage facilities. Facilitates set up of stage and technical equipment and related sound, lighting video system or closed circuit TV. Provides assistance to assigned management.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Leads, schedules, assigns and coordinates duties and responsibilities for public events stagehand staff.
2. Coordinates with lessees, promoters, and event coordinators. Assesses various technical production needs for public events.
3. Inventories stage equipment. Requisitions needed parts and materials and obtains bids for purchase of equipment, parts and materials. Prepares reports on equipment operation and public events activities for assigned management or supervisory staff.
4. Participates in employee training. Works with subordinate employees to correct deficiencies and implements discipline procedures.
5. Assembles stage facilities, sound, lighting and/or video systems and arranges props and stage equipment.
6. Inspects, operates and performs maintenance on sound, lighting and supportive electrical equipment.
7. Performs more technical and complex tasks of the work unit including monitoring of safety practices and procedures.
8. Performs other duties as required.
9. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Principles of supervision, training, and performance evaluation.
 - Supervisory practices and methods.
 - Computer automated sound systems, technical sound, lighting, and video systems.
 - Methods and techniques of stage layout and preparation.
 - Public events and the order in which event operation occurs.
 - Basic math skills (addition, subtraction, multiplication, and division).
 - Pertinent Federal, State and local laws, codes and regulations.
 - Dimmable lighting systems.
 - Motorized batten systems.
 - City Fire Code as it relates to Convention Center.
 - Safe operating practices.
 - Convention Center policy and procedures.
 - Sound system mixers.
 - Basic hand tools.
- **Skill in:**
 - Making observations.
 - Communicating with others.
 - Operating equipment.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Supervise and lead employees.
 - Assemble stage, lighting and sound system, and other related equipment.
 - Operate electronic equipment.
 - Understand and follow written and oral instructions.
 - Communicate clearly and concisely with customers and supervisor.
 - Establish and maintain effective working relationships.
 - Conduct accurate inventory of supplies.

MINIMUM JOB REQUIREMENTS

High school diploma/GED and four years' experience in stage, lighting and sound equipment operations.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting and intense noises.

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.

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.