

# JOB DESCRIPTION

DATE

17<sup>th</sup> September 2019



## LEAD MAINTENANCE MANAGER

Reporting to the Head of Carpentry, the Lead Maintenance Manager is responsible for leading and managing a team of Carpentry Maintenance Technicians that work as part of the Carpentry team to install, maintain, and operate show elements and systems in a safe and consistent manner for La Perle. The Lead Maintenance Manager oversees the maintenance team responsible for the maintenance of the integrated electrical/mechanical; dry scenic elements; and underwater scenic elements. The Lead Maintenance Manager will assist and liaise with the Carpentry Show Lead and the rest of the Carpentry department to achieve common goals and maintain the strategy of a safe working environment at all times. Additionally, the employee will participate in the development, operations, and maintenance procedures for all dry and underwater scenic elements that pertain to the Carpentry and/or Technical department.

### Roles and responsibilities

- Responsible for the documentation, standard operating procedures, maintenance requirements, and inspection schedule for all dry and underwater scenic elements specific to the Carpentry department.
- In conjunction with the HOD, Lead Maintenance Manager will be responsible for maintaining the B3 workshop inventory and all related documentation thereof. This will include the consumables and materials.
- Assume management of the Carpentry Maintenance Team delegations and scheduling in the under the direction of the HOD.
- Work with the maintenance team through the methodology of troubleshooting electrical and mechanical problems to enable a smooth and continued show.
- Participate alongside the Head of Carpentry and other leads in departmental administration (schedules, performance evaluations, stocks, inventories, etc.).
- Participate in all special projects, including the installation of new carpentry dependent show elements as directed by the Head of Carpentry.
- Develop a thorough knowledge of all Carpentry department equipment specific to the production in order to operate it safely.
- Ensure that the work order-based maintenance database is up-to-date and all maintenance plans are followed accordingly and to schedule.
- Inspect and maintain mechanical, pneumatic, hydraulic, and motorized equipment/systems.
- Participate in the ordering and procuring of departmental supplies (wood, consumables, tools, metal, fasteners, motors, bike parts, etc.)

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- Maintain a flexible schedule for work calls, special events, rehearsals, training, maintenance and evening show performances.
- Be a part of the training set ups during the day shift and may be called upon to facilitate the stage operations.
- Promote and update departmental and company standard operating procedures in order to maintain the safe and consistent operations of all scenic elements and props.
- Provide cost effective solutions to Carpentry and Props issues that maintain show quality and maximize return on investment.
- Document, monitor and update shop equipment installation specifications, inventory of equipment/spares, and inspection/maintenance records.
- Develop and oversee a regular maintenance schedule and procedures plan for all dry and underwater scenic elements. Participate in such inspections regularly.
- Perform other tasks and projects assigned by the Head of Carpentry.

### Qualifications

#### Education

- College diploma or equivalent experience in related field.

#### Experience

- Minimum of five years' experience as a professional stage carpenter and manager.
- Proven leadership skills in an entertainment industry setting.

#### Other Skills

- Problem-solving skills.
- Leadership and Management Skills.
- Fall protection and safety training.
- Woodworking (is an asset but not required).
- Metalworking-MiG and TiG welding (is an asset but not required).
- Fiberglass and epoxy layup and finishing (is an asset but not required).
- Basic rigging (is an asset but not required).
- Mechanical, Pneumatic and electrical skills (is an asset but not required).
- Good communication skills.
- Fluency in English (written and spoken) is required.