



Operations Crew Position Description

I. TITLE: Operations Crew
FLSA: Full-Time, Salary, Exempt

II. ORGANIZATION AND POSITION SUMMARY:

Waterloo Greenway is a 1.5-mile urban park system supported by a public-private partnership between the City of Austin and Waterloo Greenway Conservancy (WGC). Once complete, the 35 acres of connected green space will be home to a wild array of natural and cultural destinations. The park system is being planned, designed, and built in three phases of geographic milestones. Meeting each phase by our completion goals is ambitious and requires support from the entire community. Phase 1 opened in August of 2021 and includes Waterloo Park and the Moody Amphitheater. Amid epic gardens and rolling pathways, and a twinkling Waller Creek that links them, the environment, arts, health, and adventure will converge and nourish authentic and uplifting experiences that reflect our city's diversity.

The Operations Crew position is critical to developing and maintaining excellent operational standards for Waterloo Greenway and Moody Amphitheater and maintaining the facilities and park-grounds at the highest level of quality and safety possible. This position supports ongoing venue and event production, as well as the maintenance of property and assets managed by Waterloo Greenway,

The Operations Crew position will be an employee of the WGC, reporting to the Waterloo Park Director of Operations and will work in collaboration with Waterloo Greenway's Director of Park Operations and Director of Programming and its contractors who operate within the park-ground and facilities.

III. ESSENTIAL FUNCTIONS:

- Responsible for supporting all aspects of Waterloo Park, Moody Amphitheater, and Symphony Square facility and event operations, including but not limited to, supporting the execution of community programming event, rental events, concert events, and special events, in collaboration with WGC staff.
- Work directly with event and facility managers to accomplish event builds in a timely manner.
- Implementation and execution of all Waterloo Greenway policies, procedures and programs and ensuring that company standards are maintained.
- Commit to providing a safe and enjoyable facility for guests and employees.



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- Coordinate with approved subcontractors and third-party vendors to ensure safe, efficient and successful events.
- Communicate effectively to assure all event details are executed flawlessly.
- Work closely with WGC Operations team in day-to-day activities including assisting with facilities maintenance, repairs, and groundskeeping.
- Complete work orders as assigned; track time, resources and materials used.
- Safely operate tools and equipment in compliance with all federal OSHA, state, and local safety requirements, including, but not limited to: trucks, off road vehicles (standard and automatic transmissions), specialized equipment (sweeper/scrubber, boom lift, scissor lift, wheel loader, skid steer loader, etc.), small power equipment (generators, compactors, mixers, drills, saws, torches, pumps, vacuums etc.), hand tools (wrenches, hammers, floats, etc.), hydraulic and pneumatic systems, controls and tools and use proper personal protective equipment (PPE).
- Must be able to work within a strong team environment, following directions and completing assigned tasks.
- Other duties and special projects as assigned.

IV. PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- This position has a flexible schedule that will change weekly.
- Willingness and ability to perform physical labor by lifting objects weighing at least 50 pounds consistently, squatting, bending, etc. are required. Frequently required to stand; walk, use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel or crouch.
- To be determined as facilities, concert, and event work schedule permits with required weekends, evenings and holidays; candidate must be prepared and willing to work whenever scheduled Monday through Sunday.
- Must be able to endure seasonal temperatures as working conditions requires constant outdoor work.
- The noise level in the work environment is usually moderate but can be loud during events.
- Ability to interact with the public in a polite, friendly and informative manner.
- Be proficient in computer use, written and verbal communication and be able to communicate with immediate supervisor and other staff effectively in line with WGC policies and procedures.

V. QUALIFICATIONS - EDUCATION AND EXPERIENCE:

- Must be 18 years of age or older.
- High School Diploma or GED and relevant work experience required.





- Certificates and/or degrees from an accredited technical training institution are appreciated.
- Candidates with knowledge or experience in event operations and facility maintenance are preferred.
- Detail-oriented, exceptional attention to operations detail, and ability to juggle multiple tasks simultaneously.
- Appreciation for aesthetics and design.
- Appreciation for, and pursuit of the high level of excellence required for all aspects of successfully operating Waterloo Greenway's properties.

VI. COMPENSATION:

Competitive compensation with starting salary of \$50,000. Generous PTO, vacation, and sick-leave policy. IRA with organizational match.

VII. TO APPLY:

Qualified applicants are invited to submit a resume, cover letter, and contact information for at least three professional reference via email to jobs@waterloogreenway.org.

Applicants for employment in the U.S. must possess work authorization which does not require sponsorship by the employer for a visa.

EQUAL EMPLOYMENT OPPORTUNITY

Waterloo Greenway and Live Nation Entertainment strongly support equal employment opportunity for all applicants regardless of race, color, religion, sex, gender identity, pregnancy, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, sexual orientation, genetic information, or any other characteristic protected by state or federal law.

HIRING PRACTICES

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

