



**Position: Command Center Operator**  
**Facility Name: John Paul Jones Arena**  
**Location: Charlottesville, Virginia**

**POSITION: Command Center Operator**  
**DEPARTMENT: Operations**  
**REPORTS TO: Director of Operations**  
**FLSA STATUS: Part-Time, Non-Exempt**

### **Summary**

SMG, the leader in privately managed public assembly facilities has excellent and immediate openings for part-time (“as needed”) Command Center Operators at John Paul Jones Arena. Under general supervision, the Command Center Operator is responsible for monitoring the arena fire alarm panel while in event mode.

### **Essential Duties and Responsibilities**

Include the following. Other duties may be assigned.

- Operates the arena fire alarm panel; initiates on-line and off-line status as directed by management.
- Notifies appropriate management and authorities if an alarm, trouble, or supervisory signal is received.
- Initiates appropriate action to trouble, supervisory, and alarm signals according to arena emergency procedures.
- Operates smoke-evacuation system during events as directed by the Operations/Event Services departments (i.e. for pyrotechnics, haze for lasers and motor exhaust, etc.).
- Records and logs all actions and compiles all required reports in a timely and complete manner.
- Assists with special event coverage as needed.
- Follows all facility maintenance policies, procedures and programs.
- May occasionally have to enter areas where fumes, airborne particles and toxic or caustic chemicals are present.

### **Hours of Work**

- Flexible part-time schedule including some extended hours and/or irregular hours (long days, nights, weekends and holidays as needed).
- The scheduling will be based on events, staffing needs, and employee availability.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

- High school diploma or GED required.
- 1 to 2 years related experience.
- Current or former firefighter personnel or fire detection system maintenance personnel preferred.

### **Skills and Abilities**

- Demonstrate a solid general knowledge of all phases of the building, equipment, operations, and maintenance.
- Read and comprehend blueprints, drawings and equipment manuals.
- Follow oral and written instructions and communicate effectively with others in both oral and written form.

- Work effectively under pressure and/or stringent schedule and produce accurate results.
- Work independently with limited supervision, exercising judgment and initiative.
- Maintain an effective working relationship with clients, employees, exhibitors, patrons and others encountered in the course of employment.
- Professional presentation, appearance, and work ethic.
- Must be able to fluently communicate in English (oral and written).

### **Computer Skills**

To perform this job successfully, an individual should be proficient with computers, Siemens Fire detection systems or equal preferred.

### **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.

- While performing the duties of this job, the employee is required to sit or stand extensively, kneel, climb to high walkways, balance, and maneuver to all areas of the facility.
- Work inside and outside the building is required, may have some exposure to adverse conditions.
- Must be able to hear and speak to use a two-way radio and telephone.

### **Note**

The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

**[To Apply, Please Click Here](#)**

Taylor Craig  
SMG – John Paul Jones Arena  
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Applicants that need reasonable accommodations to complete the application may contact Human Resources at 434-243-2158.

**SMG is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.**