

Nashville Superspeedway

JOB TITLE: Director – Facilities and Operations
PAY STATUS: Exempt
DIVISION: Executive
NO. OF POSITIONS: 1
DATE: July 6, 2011 (updated for NSS 11.20.20)

MAJOR FOCUS:

- Responsible for overall management of the Operations, Hospitality and Concessions departments.

ESSENTIAL FUNCTIONS:

- Manage all aspects of the Operations, Hospitality and Concessions departments
- Lead and motivate people with widely differing aspirations working in an environment where deadlines are critical.
- Lead and develop teams and individuals, focusing on development of direct reports.
- Manage assigned projects effectively.
- Ensure operational practices are in compliance with relevant risk standards, policies and procedures.
- Periodically review policies, procedures and tasks to ensure cost-effective use of resources.
- Prepare budgets and cost projections; monitor and report on budget variations.
- Keep abreast of industry trends and competitive practices.
- Communicate effectively with co-workers, supervisors and guests.
- Respond to customer concerns and inquiries in a courteous manner; resolve complaints in an efficient and timely manner.
- Keep Senior Vice President and General Manager informed of project progress and /or any issues that may arise.
- Oversee the selection and hiring of staff
- Ensure compliance with the performance evaluation process
- Review and approve employee training programs
- Ensure effective communication among and between all department staff
- Oversee departmental reward, appreciation and recognition efforts
- Coach, counsel, discipline subordinate staff as appropriate, up to and including termination

ADDITIONAL FUNCTIONS:

- Perform other duties as assigned

REQUIREMENTS/EDUCATION:

- Must possess a college degree in Business Management or related area, or equivalent experience; advanced degree preferred.
- Must have 5 years administrative management experience.
- Must be proficient with Microsoft Office software
- Must possess exceptional leadership skills with the ability to successfully lead the team

- Must possess exceptional written and oral communication skills
- Must possess exceptional team building, motivating and mentoring skills
- Must be analytical and able to solve problems and deal with a variety of situations
- Must present an overall professional appearance
- Must be able to work weekends, holidays and nights as needed
- Must be able to successfully pass a background check
- Must be able to travel to various locations on business

ORGANIZATIONAL RELATIONSHIPS:

Accountable to: President – Nashville Superspeedway
Accountable for:

APPLY NOW:

[CLICK HERE](#) to apply for this position.

Nashville Superspeedway, Inc. is an equal opportunity employer.

ADDENDUM TO JOB DESCRIPTION

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or associate from the position. Upon request for a reasonable accommodation, the Company will review for reasonableness, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

Physical Requirements					
X	Seeing	X	Pushing / Pulling	X	Bend, stoop, kneel
	Color Perception (Red /Green)	X	Climb, Ascend, Descend Stairs		Other (Specify:)
X	Hearing / Listening	X	Lift (20 pounds)		
X	Clear Speech	X	Carry (20 pounds)		
	Touching	X	Drive (local / long distance)		
	Dexterity		Ability to Move Distances		
X	Hand		Ability to Mount / Dismount (Forklift / Truck)		
X	Finger	X	Ability to Sit / Stand for extended periods		

Mental / Reasoning Requirements					
	Reading – Simple		Writing – Simple	X	Analysis / Comprehension
X	Reading – Complex	X	Writing – Complex	X	Judgment / Decision Making
X	Clerical	X	Basic Math Skills		

Work Environment					
	Shift Work	X	Outside		Pressurized Equipment
X	Works Alone		Extreme Heat	X	Moving Objects
X	Works with Others		Extreme Cold		High Places
X	Verbal Contact with Others	X	Noise		Fumes / Odors
X	Face-to-Face Contact		Mechanical Equipment		Hazardous Materials
X	Inside		Electrical Equipment		Dirt / Dust

Disclaimer					
<p>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.</p>					

Notes					

