AUBURN
Human Resources

Tech, Campus Recreation Maintenance

Job Description

JOB INFORMATION

Job Code	AE79
Job Description Title	Tech, Campus Recreation Maintenance
Pay Grade	FM12
Range Minimum	$44,690
33rd %	$52,140
Range Midpoint	$55,870
67th %	$59,590
Range Maximum	$67,040
Exemption Status	Non-Exempt
Organizational use restricted to the following divisions	169 SVP for Student Affairs
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	7/31/2017

JOB FAMILY AND FUNCTION

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Facilities & Land Maintenance

JOB SUMMARY

Responsible for the general and preventative maintenance and daily building support of the Campus Recreation and Wellness Center.

RESPONSIBILITIES

- Ensures safety and proper operations are maintained by providing preventative maintenance for the department and all of its entities, including but not limited to, fitness equipment, Campus Recreation vehicles, cleaning equipment, minor HVAC equipment, lighting, plumbing, and pool and spa equipment.
- Performs a variety of repairs on equipment and the facilities, including but not limited to, fitness equipment, Campus Recreation vehicles, cleaning equipment, minor HVAC repairs, minor lighting repairs, minor plumbing repairs, pool and spa equipment, and audio visual equipment.
- Assists in maintaining proper inventory of tools, equipment, and other supplies used for maintenance, through the use of management software, along with proper storage and documentation. Communicates, documents, and assists with ordering and purchasing, all equipment and supplies when needed.
- Assists with managing and receiving Campus Recreation shipments and deliveries; notifies proper personnel to retrieve orders in a timely manner in order to maintain a clean and safe loading area. Operates forklift for larger items as needed. Ensures loading area is kept safe and organized. Provides gate access to delivery drivers, contractors, vendors, tour groups, and other official guests.
- May assist in event set-up, break-down, outside projects, or driving campus recreation vehicles.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum

requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED		and	3 years of	experience in building maintenance.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of basic mechanics and operations of equipment, including forklift and scissor lift, operations of hand tools, basic phases of construction, and other maintenance work.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State		Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting			X			
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking				X		
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:
Ability to see information in print and/or electronically.