

JOB INFORMATION

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| Job Code | AE79 |
| Job Description Title | Tech, Campus Rec Maintenance |
| Pay Grade | FM12 |
| Range Minimum | \$43,600 |
| 33rd % | \$50,870 |
| Range Midpoint | \$54,500 |
| 67th % | \$58,130 |
| Range Maximum | \$65,400 |
| Exemption Status | Non-Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 7/31/2017 |

JOB FAMILY AND FUNCTION

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|---------------|---------------------------------------|
| 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.
- Assists with other job related duties as assigned. Other duties may consist of, but not limited to, event set-up, break-down, outside projects, or driving campus recreation vehicles.

SUPERVISORY RESPONSIBILITIES

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