

The University of Akron
Classification Specification

Job Title:	Athletics Facilities Maintenance Worker	Job Code:	45212
Job Function:	Staff	Grade:	116
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	5000 Facilities Management Division	Date:	1/1/04;8/20/03;7/1/99

Job Summary:

Assist with the management and performance of a variety of semi-skilled and skilled tasks regarding the maintenance and operations of Athletics buildings and equipment. May supervise student employees and other personnel as assigned.

Essential Functions:

50% Plan, direct, assign, schedule and perform semi-skilled and skilled work that includes daily maintenance, renovations to athletics buildings and athletics grounds, event management for athletics contests, University events, and non-university rentals. Solve technical problems on short notices. Coordinate maintenance services with University and campus trades and technicians during routine week and events during irregular hours.

30% Prepare and perform semi-skilled and skilled maintenance plans for synthetic surface game and practice fields at the various Athletics complexes locations. Design and construct plans for department renovations projects including small wares, fixtures, and assisting with capital projects. May supervise, schedule, provide training and assist in the hiring of student employees and may supervise other personnel as assigned.

15% Implement and maintain processing for cost estimates, work procedures, equipment inventory and storage. Assist with annual budget preparation of athletics maintenance area. Perform daily and weekly building inspection reports. Monitors efficiency of building security and utilities usage.

5% Represent Assistant Athletics Director for Facilities and Operations and/or Athletics Operations Managers at various athletics and University events, non-university events and event management meetings. Perform other duties as assigned. Follow a predetermined schedule of preventative maintenance including daily observation of air conditioning equipment, electrical equipment and circuits, mechanical fixtures, etc.

Education:

Requires high school diploma or GED.

Licenses/Certifications/Requirements:

Valid Drivers License.

Experience:

Requires a minimum of 4 years experience in performing light trades maintenance (electrical, carpentry, plumbing etc.) and ability to operate small machinery and tools. Basic word processing, spreadsheet and database skilled required. Ability to communicate both technical and non-technical information to colleagues, students, campus community and off campus groups and vendors required. Basic accounting skills required. Ability to work independently in completing work required. Supervisory experience preferred.

Leadership:

Responsible for directing and monitoring the work of student and/or temporary workers.

Physical Requirements:

Considerable physical exertion required involving bending, stooping, crawling, climbing, lifting or carrying heavy items (over 50 lbs. -- 75 lbs.) and periodically (up to 1/3 of time) working in difficult or awkward positions.

Working Conditions:

Routine discomforts from exposure to moderate levels of heat, cold, moisture/wetness, noise and air pollution. May involve routine/occasional exposure to light chemical substances or hazards (radiation, chemicals, diseases, heights and moving parts).

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.