

The University of Akron
Classification Specification

Job Title:	Athletics Maintenance Asst Supv	Job Code:	45213
Job Function:	Staff	Grade:	117
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	5000 Facilities Management Group	Date:	8/1/04

Job Summary:

Assist with the supervision and perform maintenance, repairs and set-ups at all Athletics facilities including day-to-day operations, University and contracted athletics contests and special events.

Essential Functions:

45% Perform work that includes daily maintenance, event management for Athletics contests, University events, non-university rentals, and selected renovations to all Athletics buildings and grounds. Perform and follows Athletics zone maintenance plan for all Athletics facilities. Solve technical problems on short notice. Coordinate and assist with University and contracted trades and technicians during routine week and events during irregular hours.

25% Design and estimate authorized Athletics projects by preparing specifications and estimating repairs and remodeling costs. Specify hardware for Athletics repair and renovation and the gathering of equipment. Assist in the continual development of Athletics zone maintenance program. Assist with the management of the Athletics maintenance tools and supplies, including budget, inventory and storage efficiency.

20% Supervise, provide training, and assist in the hiring of student employees. Provide input with coordination of work detail, scheduling of staff, and building inspections. Assist in overseeing and monitoring of building security, maintenance needs, and utilities usage.

5% Cooperate and coordinate with Athletics Maintenance Supervisor, Physical Facilities and other departments on campus to communicate information needs, offer assistance, solve problems, and to build positive relationships.

5% Attend Athletics and contracted game and event management meetings and workforce development opportunities as assigned. Perform other duties as needed.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 2 years experience in repairing and replacing building systems and equipment, interpreting and planning the execution of work orders, estimating project repair and replacement costs. Ability to perform effective and efficient work both independently and with other workers required. Ability to maintain a secure, clean, and detailed working place and storage area required. Prior lead worker/supervisory experience required.

Leadership:

Functional guidance over nonexempt staff including general scheduling, assigning tasks and monitoring work activities.

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.