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## Auburn University Job Description

Job Title:	<b>Tech, Campus Rec Maintenance</b>	Job Family:	No Family
Job Code:	<b>AE79</b>	Grade 31:	\$31,300 - \$52,100
FLSA status:	Non-exempt		

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### Job Summary

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

### Essential Functions

1. 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.
2. 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.
3. 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.
4. 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.
5. 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 Responsibility

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

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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## Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	High School	High School diploma or equivalent
<b>Experience (yrs.)</b>	3	Experience in building maintenance.

### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

### Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

### Minimum Required Knowledge

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.

### Certification or Licensure Requirements

Valid Driver's License required.

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## Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, reaching, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires sitting, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting more than 100 pounds.

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

Date: 7/31/2017

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