

Operations & Preventive Maintenance Assistant

Job Summary: Assist with the upkeep and preventive maintenance of exercise equipment and facility repairs. Conducts inspections and evaluates maintenance needs in accordance with Campus Recreation's Preventive Maintenance Plan. Build your resume by gaining some general maintenance knowledge and skills. Flexible work schedule and a great work environment.

Requirements:

- Must maintain a cumulative 2.0 GPA.
- CPR/AED/First Aid certification required within 60 days of hire
- Familiar with gym equipment usage
- Knowledgeable on the use of hand and small power tools and all Campus Rec rules and policies.
- Demonstrates strong communication skills and attention to detail.

Responsibilities:

- Effective and clear communication with other Operations Assistants and supervisors.
- Inspect quality of fitness equipment cleaning at each shift
- Report housekeeping and facility maintenance concerns at each shift
- Perform monthly inspections and preventative maintenance on exercise equipment and record results on departmental forms.
- Assist in making repairs in response to unscheduled maintenance requests.
- Assist with special event preparation and setup.
- Perform other duties as assigned