

Position Title: Facility Maintenance

Reports to: Facilities Manager

Position Summary:

The Facility Maintenance employee will assist the Facility Manager in the operation and maintenance of all areas of the TBK Bank Sports Complex. A significant focus will be on the set-up, tear down, and maintenance of the TBK Bank Sports Complex sport venues, entertainment facility, and meeting rooms in accordance with established policy. The Facility Maintenance employee is part of the Facility Management team that is responsible for delivering high quality service while maximizing guest satisfaction.

Responsibilities:

Perform set-up, tear down, operation, maintenance and repair of all sports venues, equipment and meeting rooms at the TBK Bank Sports Complex as directed by Facility Management.

Conduct regular inspections of the sports venues, equipment and meeting rooms and report any concerns to the Facility Management Team.

Perform regular and preventative maintenance of all areas of the TBK Bank Sports Complex including but not limited to the sport, entertainment, kitchen and common use areas of the complex as directed by the Facility Manager.

Assure a high level of cleanliness, sanitation, and safety is maintained in all areas of the TBK Bank Sports Complex.

- Ability to work and communicate with co-workers, contractors and guests in a clear, professional and courteous manner. Communicate clearly and thoroughly with Sport Complex teammates via daily shift reports, phone calls, messaging, and meetings.
- Report maintenance problems via daily shift reports, safety hazards, and equipment repair needs to the Management.
- Maintain a working knowledge of all current equipment and venue standards. Maintain and track all sport equipment inventory and identify and recommend ordering of new equipment.
- Ability to work on ladders and lifts.

Enforce core values of the Facility department and the overall TBK Bank Sports Complex.

Project a positive image of the TBK Sports Complex to all employees, vendors, partners and customers

Work to ensure a safe work environment and compliance with all applicable safety laws and regulations

Support other departments such as Sport, Food & Beverage, Events, and Attractions as requested and needed.

Other duties as assigned and required.

Requirements and Experience:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities required OR willingness and ability to acquire all of the below upon hire.

- Ability to contribute to a positive work environment. Flexible in approach, even-tempered, friendly, knowledgeable, cooperates readily with others, patience with unexpected changes.
- Experience or willingness to learn athletic equipment set-up, dismantle, and movement.
- Experience or willingness to learn technical and mechanical requirements of athletic facility operation to include electronic timing/scoring systems, PA/ sound system, audiovisual system, lighting systems and environmental systems.
- Excellent verbal and written communication skills.
- Proven ability to manage a variety of tasks and meet multiple demands in a dynamic, team-oriented environment.
- Must foster a professional attitude and demonstrate integrity and flexibility.
- Ability to work non-traditional hours including weekends, evenings, and holidays.
- Not afraid to get your hands dirty as some outside work including picking up litter, pulling trash, and cleaning up after a crowd.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations must be made to enable individual with disabilities to perform the essential functions.

Physical demands: While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, feel objects and type on keyboard; reach with hands and arms; talk and hear.

Work environment: The noise level in the work environment is usually minimal and usually that of an indoor and outdoor training facility to include a kitchen. Ability to lift fifty (50) lbs. Using the buddy system. Must wear safety-lift belt when lifting fifty (50)

lbs. Or more, or when assigned repetitive lifting of over twenty (20) lbs. Exposure to chemicals and use in compliance with OSHA guidelines.

Job Type: Part-time

Pay: \$10.00 - \$12.00 per hour