

UNIVERSITY OF NORTH CAROLINA AT GREENSBORO
DEPARTMENT OF RECREATION & WELLNESS

JOB DESCRIPTION

POSITION TITLE: Equipment Technician Assistant

AVAILABLE: 2

HOURS PER WEEK: 6-10

REPORTS TO: Equipment Technician and Fitness Coordinator

WAGE SCALE (Proposed): 1B: \$7.50
Note: Wages have been budgeted and approved for 2017-2018

OVERVIEW:

The Equipment Technician Assistant (ETA) will report directly to the Equipment Technician and in collaboration with the Fitness Coordinator. The ETA is primarily responsible for weekly and monthly preventative maintenance tasks as required by the manufacture and the department. In addition to regular cleanings and maintenance, ETAs will lead Fitness Assistants on larger, monthly cleaning projects.

DUTIES AND RESPONSIBILITIES

- Execute the preventative maintenance plan as designed by the Fitness Administration Team.
- Perform general maintenance on cardio, strength and other equipment to the capacity level set by the Equipment Technician at Fitness Administration Team.
- Maintain inventory and safety of all fitness, and fitness related equipment, attachments, apparatus and/or other.
- Test and report on facility audio/visual equipment related to fitness or in fitness areas including but not limited to weight rooms, group exercise studios, track, personal training suite and all attached storage areas.
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- Observe and detect potential issues with fitness equipment.
- Assist Equipment Tech with repairs of fitness equipment.
- Availability for weekend and special cleaning initiatives.

QUALIFICATIONS:

- Must be a currently enrolled student in good academic standing at UNCG
- Ability to work and communicate effectively with others
- Must be mature and dependable
- Must have general knowledge of all Recreation & Wellness programs
- Needs to have good customer service skills

Department of Recreation & Wellness Expectations:

- Maintain written and oral communication with other staff members, supervisors and administrative staff.
- Model, promote and consistently enforce policies for the Department of Recreation & Wellness.
- Maintain and promote a safe and fun environment for all participants and staff.
- Provide quality customer service to all patrons.
- Attend orientations sessions, staff meetings and in-service trainings.

Position Duties and Responsibilities:

- Perform fitness equipment preventative maintenance tasks.
- Observe and detect potential issues with fitness equipment.
- Assist Equipment Tech with repairs of fitness equipment.
- Availability for weekend and special cleaning initiatives.

Preferred Work and Extracurricular Experience:

- Willingness to learn how to perform repairs on exercise equipment and mechanical systems.
- Awareness of safety concerns and risk management.
- Excellent oral and written communication skills.
- Electronic and mechanical troubleshooting skills are not required,

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DUTIES/RESPONSIBILITIES:

- Represent Recreation & Wellness in a professional and courteous manner.
- Answer phones and take messages and distribute mail.
- Answer all questions about the department programs.
- Sell memberships, locker rentals, personal training sessions etc to Kaplan Center Patrons.
- Filing, copying, entering data into department databases, running errands across campus and other clerical duties.
- Perform other duties as assigned