



LAKE SUPERIOR STATE UNIVERSITY

Classification Specification

FLSA Designation
NEHU

Date Issued: December 10, 2002 Department: Physical Plant

Title: Sports Utilities Maintenance Mechanic Level: X

FUNCTION

To perform testing, inspection, upkeep, maintenance, operation and repairs to structural, mechanical and electrical systems and equipment in the Norris Center Complex and Student Activities Center.

SOURCE OF SUPERVISION

Manager of Grounds/Rink, Norris Center Facility Manager, Assistant Director and Director of Physical Plant.

DIRECTION EXERCISED

Directs work of student helpers as assigned; may direct employees in lower and higher classifications on occasion.

DUTIES AND RESPONSIBILITIES

Provides operation, testing, inspection, upkeep, maintenance and repairs for the ice rink to include but not all inclusive: zamboni, refrigeration systems, related ice surfacing equipment, cooling towers, pumps and all related rink systems, control systems and equipment.

Provides operation, testing, inspection, upkeep, maintenance and repairs for all facility, structural, mechanical and electrical systems to include but not all inclusive: score clocks, HVAC systems, dehumidification systems, sound system, lighting, low pressure steam heating and hot water system, seating systems, dasher board system and rink glass systems.

Provides operation, testing, inspection, upkeep, maintenance and repairs on facility equipment to include but not all inclusive: cleaning equipment, personal lifts, fork lifts, staging, physical exercise equipment, sound buffer systems, seating systems, curtain systems and basket systems.

Provides operation, testing, inspection, upkeep, maintenance and repairs of the ice surface in conjunction with the sport utility attendants.

Provides operation and support for events and athletic events as needed.

Assists in removing and installing ice surfaces.

Performs testing, inspection, upkeep, maintenance, operation and repairs of the rifle range and related equipment.

Assists the sports utility attendant with the maintenance, operation, testing, inspection, upkeep and repairs of the pool system and related equipment.

Performs minor maintenance and preventative maintenance on HVAC systems and other electronic or pneumatic systems.

Performs general building electrical, lighting, equipment and structural repairs as needed.

Must be able to operate zamboni, vehicles, personal lifts, forklifts, and similar equipment needed to perform work.

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Prepares surfaces and applies paint to preserve surfaces of buildings, equipment and furnishings.

Prepares and maintains an inventory of needed parts and supplies for continuous operation.

Performs preventative maintenance, as scheduled, on all systems and related equipment.

Must use and maintain all needed hand and power tools as required.

May be required to clean floors, locker rooms, offices and mechanical spaces as needed.

Maintains good relations with public and staff.

Maintains neat and well groomed appearance.

Observes safe work practices to protect self, staff and public.

Assists building attendants, sport utility attendants, trades and grounds when assistance is needed.

Performs other related duties as assigned.

The above statement reflects the general duties considered necessary to describe the principle functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision.

Approved: _____ Date: _____

Signature

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JOB QUALIFICATIONS

Graduation from high school (or equivalent) and four (4) years experience in the maintenance and operation of refrigeration, air conditioning or ice rink systems or high school graduate with an Associate Degree in HVAC systems and operations.

Must hold Refrigerant Transition and Recovery Certification, and CFC Reclamation Certification.

Must possess, or obtain within one year of completion of probationary period, a pesticide license for operations and maintenance of cooling towers.

Must possess or have the ability to obtain a valid Michigan driver's license.

Must be able to work swing shift and overtime as assigned.

Must have knowledge of theory and operations of refrigeration units, cycles, and repair in an ice arena.

Must have knowledge of theory and operations of HVAC controls, equipment and instrumentation.

Must have knowledge of theory and operation of ice arenas and swimming pools and a willingness to obtain additional knowledge.

Must be able to qualify for work in the rifle range; i.e. pass a respiratory fit test, be able to wear a respirator for work in hazardous environments (lead – rifle range).

Must have adequate health and physical condition to handle heavy manual tasks, ability to hear the conversational voice, with or without a hearing aid as required; ability to speak and be understood, under normal circumstances; full use of arms, hands, legs, and feet or sufficient use of all limbs to accomplish assigned tasks; ability to lift and carry items weighing up to 80 lbs.

Must have ability to work well on own; ability to be trustworthy and maintain confidentiality; ability to read and follow written and oral directions, and to plan and work well independently.

Department Head Signature

Date

Physical Job Requirements

Job Title Sports Utility Maintenance Mechanic

Department Physical Plant

For activities that are performed in this position, give weight, size, percentage of time or frequency of the activity, or how many times per day/week/month it is performed, how many hours, and distance or heights involved, where each is applicable.

Key: M = Monthly; W = Weekly; D = Daily; S = Seasonal; N/A = Not Applicable or None

1-2 x D	Climbing and/or standing on 6' to 20' ladders		Activities requiring quick, repetitive movements (total body)
D	Climbing Stairs		Activities requiring quick, repetitive movements (hands only)
D	Reaching	D	Operating cleaning machines
D	Kneeling	S	Stripping and waxing floors
D	Bending/stooping	S	Operating floor buffer
D	Pushing/pulling	S	Shampooing carpets
D	Lifting/carrying up to 30 lb weights	S	Vacuuming carpets
D	Lifting/carrying over 30 lb weights	S	Washing windows, on and off ladder
D	Being on feet all day (8-hour shift)	2 x W	Loading and unloading supplies
N/A	Being seated all day	S	Mopping floors
D	Moving equipment	S	Sweeping with push brooms
S	Shoveling		Dusting furniture
S	Scrubbing furniture	D	Operating hand tools
D	Driving vehicles	D	Driving heavy equipment
D	Operating shop machinery	N/A	Operating kitchen machinery
N/A	Eyes focused on computer screen		Other
N/A	Long hours of travel		Other
D	Walking (indoors, outdoors)		Other

Note: Daily lifting up to 80 lbs. Twisting, turning, and steering the zamboni.