



LAKE SUPERIOR STATE UNIVERSITY

Classification Specification

FLSA Designation
NEHU

Date Issued: August 19, 2002

Department: Physical Plant

Title: Sports/Utility Attendant

Level: VII

FUNCTION

To perform and assist in the cleaning, maintenance and upkeep of the ice arena and the swimming pools electro-mechanical equipment, controls and structural integrity and preservation.

SOURCE OF SUPERVISION

Manager of Grounds/Rink, 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 ice arena maintenance, operation and upkeep to maintain high quality standards including but not limited to athletic event preparation and coverage, zamboni operation and repair and ice condition evaluation and correction.

Monitors, performs preventative maintenance and assists in the repair of the refrigeration equipment, dasher boards, heating, ventilation and air conditioning systems, communication, public address and score board systems, seating, staging and athletic equipment.

Performs daily, weekly, and project cleaning on restrooms, locker rooms, offices, public and athletic event areas maintaining a high quality standard of cleanliness in all assigned areas.

Uses hand and power tools related to the maintenance and upkeep of all assigned areas.

Monitors and operates the pool filtration system, conducts water testing and keeps accurate records of water tests as required by Act 368.

Regulates water chemical balance to required standards and draws samples for bacteriological analysis for the Bureau of Environmental Health.

Back washes filters, vacuums pools, and performs repairs required for the maintenance and upkeep of electro-mechanical equipment, controls and structural integrity and preservation of the pools and related auxiliary equipment.

Requisitions custodial and maintenance materials and supplies necessary for the continued operation of all assigned areas.

Informs supervisor on the immediate condition of all assigned areas.

Maintains good relations with the public and staff; maintains neat and well groomed appearance; observes safe working practices.

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

Performs other related duties as assigned.

Date Issued: August 19, 2002 Department: Physical Plant

Title: Sports/Utility Attendant Level: VII

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

Date: August 19, 2002 Department: Physical Plant

Title: Sports/Utility Attendant Level: VII

JOB QUALIFICATIONS

Graduation from high school and three (3) years experience in the maintenance and upkeep of an ice arena, pool, or related field.

Must possess or have the ability to obtain a valid Michigan driver's license, a telephone and the ability to work a swing shift and overtime as assigned. Must have knowledge of theory and operation of ice arenas and swimming pools and a willingness to obtain additional knowledge.

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 his/her 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 Attendant **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; N/A = Not Applicable or None

10%	Climbing and/or standing on ladders	1-2 x per wk	Activities requiring quick, repetitive movements (total body)
20%	Climbing Stairs	1-2 x per wk	Activities requiring quick, repetitive movements (hands only)
D	Reaching	D	Operating cleaning machines
D	Kneeling	2 x per yr	Stripping and waxing floors
D	Bending/stooping		Operating floor buffer
30%	Pushing/pulling	2 x per yr	Shampooing carpets
D	Lifting/carrying up to 30 lb weights	D	Vacuuming carpets
50%	Lifting/carrying over 30 lb weights	W	Washing windows, on and off ladder
D	Being on feet all day (8-hour shift)	D	Loading and unloading supplies
N/A	Being seated all day	D	Mopping floors
20%	Moving furniture/equipment	D	Sweeping with push brooms
5%	Shoveling	2%	Dusting furniture
4 x per yr	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