



# MAINTENANCE ASSISTANT

## Job Summary and Employee Expectations

Maintenance Assistants are responsible for performing preventative maintenance of all fitness equipment at Fike Recreation Center and the Douthitt Hills Fitness Center at Clemson University. Maintenance Assistants will assist in repairing fitness equipment, as well as participating in general facility maintenance and upkeep of facilities. This includes painting, small renovations, and other facility maintenance projects. **Maintenance Assistants must obtain lay responder or higher CPR, AED, and First-Aid certifications within 30 days of hire.**



## Job Responsibilities

- Available for shifts Monday-Friday between 8 a.m. and 5 p.m.
- Perform some tasks that require physical labor, including the use of a ladder (once trained) and lifting plate weights of up to 45 pounds
- Consistently uphold all Campus Recreation department policies and procedures for participants and maintain employee expectations
- Attend all staff trainings, meetings, in-services, and shifts as scheduled
- Maintain up-to-date availability on employee scheduling software
- Remain visible and approachable to patrons whom have questions, concerns, and/or complaints and practice effective communication and conflict resolution
- Respond to emergencies and assist Recreation Supervisor to secure the building in the case of a facility-wide emergency
- Be alert to disorders, injuries, and inappropriate behavior and respond as trained or report to supervisor accordingly
- Demonstrate commitment to excellence, service, and professional appearance standards
- Maintain an accurate inventory of all equipment and report equipment needs supervisor(s)
- Complete daily equipment inspection
- Ensure equipment and storage area neat and organized
- Strive to obtain personal, professional, and departmental goals
- Check e-mail daily for departmental and staff updates and respond in a timely manner
- Complete semester evaluations and staff quizzes and/or surveys
- Other duties as assigned