



UNIVERSITY of ALASKA

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Position Job Duties

533181_Nanook Recreation Facility Operations Coordinator & Maintenance Specialist

30% Equipment maintenance/repair

Management of maintenance, repair, and purchasing of parts for SRC fitness, strength, and sports equipment.

Hires, trains, and supervise student equipment maintenance staff

Manages equipment maintenance and cleaning schedule

Equipment/parts ordering as needed

Serves as the primary contact for customer concerns and maintenance issues.

Manages the facility vitals software.

Manages equipment depreciation and replacement schedules, including cost estimation for scheduled replacements.

Collaborate with vendors and the business manager on price quotes, equipment orders, shipping arrangements, and proper removal of old equipment.

Trouble shooting and setting up access tech hardware such as turnstiles, card readers and access computers.

20% Provide support for Patty ice Arena, Morning opening support for customer service, Zamboni operations, and being knowledgeable about policy and procedures in patty ice arena. Occasionally covering shifts when staffing is needed for an evening or weekend.

15% Fitness equipment rental service contracts program management

Processes monthly and annual payments for fitness equipment rentals.

Is the primary point of contact for fitness equipment rentals and fitness equipment service contracts.

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Performs maintenance and inspect equipment that is rented out to tactical organizations and departments.

Manage equipment rental program and arrange delivery for rental program equipment as needed. Market and expand program to new customers.

15% Facility maintenance and management of Nanook facilities: manages the cleaning schedule and maintenance of the West Ridge Fitness Center, SRC, and Patty Pool locker rooms. Supervises student staff performing preventive maintenance duties, including some supervision of backroom student staff.

Serves as the primary point of contact for Nanook Recreation's facility janitorial services, managing communication with janitorial staff and the ABM contract manager.

Serves as the primary point of contact for all departmental work orders related to physical facilities.

Coordinates with Facilities Services to schedule preventive maintenance.

15% Acts as morning support Membership Services staff as needed. Must be knowledgeable about the policies and procedures of Membership Services and assist student staff in their execution.

5% Maintain records and reports of program attendance, budget, inventory, etc.

Works with Assistant Director of Wellness and Director to develop long term plans for fitness and strength equipment purchasing and renewal, targeting patron needs and new technology within the fitness industry

Develop a long-term plan for purchasing fitness equipment for general building use with input from the assistant director for wellness

Attend regular staff meetings and training sessions.