

**FACILITY SUPERVISOR: MAINTENANCE
MAGGS PHYSICAL ACTIVITY CENTER
SALISBURY UNIVERSITY
JOB DESCRIPTION & DUTIES**

RESPONSIBLE TO:

Facility Coordinator, Assistant Director of Campus Recreation, and the Director of Athletics and Campus Recreation

PURPOSE OF POSITION:

Responsible for the day-to-day operations of Maggs Physical Activity Center and the supervising of Maggs student workers. Perform maintenance on all equipment within Maggs and Powers weight rooms.

DUTIES:

1. Assist the Facility Coordinator with all tasks for which he is responsible.
2. Supervise Maggs Physical Activity Center during assigned hours.
3. Enforce ALL facility policies and rules.
4. Assist in the training of student employees.
5. Evaluate student employees.
6. Effectively and properly motivate staff to achieve maximum potential.
7. Maintain, check, and clean equipment in all weight rooms.
8. Complete appropriate paperwork for equipment maintenance.
9. Complete facility safety checklists.
10. Keep adequate records of all incidents, accidents, checklists, and evaluations.
11. Anticipate potential risks of injury, take measures to remove them, and in the event of an injury, have the ability to implement emergency medical procedures.
12. Maintain an updated CPR and AED certification.
13. Attend ALL required staff meetings.
14. Provide courteous service to all students, faculty, staff, and visitors that enter the facility.
15. Actively become involved in the daily operations of the facility and with student workers.
16. Perform other duties as assigned.