



# MERCYHURST

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## UNIVERSITY

501 East 38th Street  
Erie, PA 16546

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800-825-1926

[mercyhurst.edu](http://mercyhurst.edu)

## Coordinator of Athletic Facility Maintenance

**Location:** Erie

**Department:** Athletics

**Reports To:** Associate Athletic Director

**Full/Part Time:** Full time

**Classification:** Non-exempt

### POSITION SUMMARY

The Coordinator of Athletic Facility Maintenance oversees the maintenance and upkeep of the Mercyhurst Ice Center, Mercyhurst Athletic Center, and Athletic Fields. The responsibilities of this position include, but are not limited to, maintaining the various venues playing surfaces and surrounding areas. In addition, basic maintenance will be performed on all machinery, facilities, offices, and locker rooms. This position is an hourly, 12-month position.

### DUTIES AND RESPONSIBILITIES

- Repair any breakage or damages that occur in the Ice Center, Athletic Center, Athletic Fields, and any other athletic building/office.
- Install/maintain various fixtures and hardware such as doors, windows, minor appliances, office equipment, etc. in the Ice Center, Athletic Center, Athletic Fields, and any other athletic building/office.
- Maintain the outdoor fields including routine turf maintenance, turf repairs, landscaping (including mowing, string trimming etc.) of the surrounding areas and plowing snow.
- Shovel and salt sidewalks and exits to maintain safe entrance and egress as needed.
- Put up and take down the portable baseball and softball fences as needed.
- Assist the housekeeping staff, when necessary, with routine building cleaning (collecting garbage, mopping for clean ups, cleaning rest rooms, cleaning benches etc.), especially before, during and after events.
- Responsible for collection of garbage at outdoor fields.
- Coordinate and staff night/weekend Zamboni operators within the department budget.
- Open and close the Mercyhurst Ice Center and at times the Mercyhurst Athletic Center and/or Saxon Stadium as needed.
- Assistant the Director of Ice Center Maintenance to put down, take out, maintain, and repair a quality ice surface.
- Other duties as assigned.

## **EDUCATION AND EXPERIENCE**

- High school diploma or GED preferred.
- Must have one to three months of related experience and/or training.

## **SKILLS AND ABILITIES**

- Able to capably operate, drive the Zamboni.
- Must be available to work flexible hours including evenings and weekends.
- This is a clearance required position.
- Must have a valid driver's license.

## **APPLICATION PROCESS**

Review of applications will begin immediately and continue until the position is filled or until date indicated above. Send cover letter, resume and 3 work-related references to:

Human Resources  
Mercyhurst University  
501 East 38th Street  
Erie, PA 16546  
[hrinfo@mercyhurst.edu](mailto:hrinfo@mercyhurst.edu)

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**Candidates must be currently eligible to work in the United States**