



Adrian College

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| Position Title: | General Maintenance |
| Purpose of Position: | Maintain campus grounds and equipment |
| Classification: | Plant Department – General Maintenance |
| Education: | High School Diploma |
| Supervision Received: | General direction; reports to Facilities Director |
| Supervision Exercised: | Minimal supervision; may oversee activities of student employees |
| Work Schedule: | Full-time; year-round; Friday-Sunday 7:00 a.m.-3:30-p.m., Monday-Tuesday 3:30 p.m.-12:00 a.m. |
| Rate of Pay: | \$17.44 (upon completion of probationary period) |
| FLSA Classification: | Non-Exempt |

Example of Duties:

- Operate/drive an ice resurfacing machine (Zamboni) correctly and safely to ensure and maintain acceptable ice conditions
- Perform routine maintenance on ice resurfacing machine as needed including refilling holding tanks, sharpening blade, refilling or charging power source
- Maintain acceptable ice conditions for scheduled events and perform general cleaning throughout the facility; this includes sweeping and mopping the rink restrooms, locker rooms, shower areas, lobby, meeting rooms, bleachers and removing trash, changing lights, cleaning rink glass, etc.
- Maintain grounds of campus by mowing, weeding, edging, weed eating, trimming trees, etc.
- Rake, gather and dispose of leaves, twigs and other debris
- Prepare spaces across campus for events and meetings by moving furniture
- Perform preventive maintenance inspections on equipment
- Prepare records and service reports of job time and materials expended
- Assist with snow removal and salting sidewalks as needed
- Perform other duties as assigned

Minimum requirements:

- High school diploma and a valid operator's license
- Knowledge of the methods, materials, tools, equipment, occupational hazards and safety precautions of ice arena maintenance
- Must be motivated to learn new skills (ice resurfacing, ice edging) that are essential for successful rink operation
- Must possess basic computer skills
- Must be able to lift up to 75 pounds, must also be able to lift, bend, stand, push, pull, squat, and use arms and hands; must be able to work in a cold environment and outdoors in a variety of weather conditions.

The requirements listed above are representative of the knowledge, skill, and/or ability required.

Desired Qualifications:

- Previous experience operating an ice resurfacing machine

- Certification through Servicing The American Rinks (STAR) Ice Technician Course or the Safe Ice Resurfacers Operation Course
- Experience sharpening skates
- Knowledge of campus layout and buildings is preferred especially Arrington Ice Arena
- Knowledge of College policies and procedures
- Ability to establish priorities, work independently and proceed with objectives with limited supervision.
- Ability to work well under pressure and meet deadlines as required.
- The successful candidate will be self-motivated, reliable, flexible and able to adapt to changes, will possess strong interpersonal skills and the ability to work well with individuals at all levels of the organization.

Adrian College is an Equal Employment Opportunity Employer and women and minorities are encouraged to apply. If offered a position, finalist must furnish proof of U.S. citizenship or proof of eligibility to work in the U.S. within three (3) days of commencing employment.

Interested individuals should submit a cover letter and resume to the Facilities Director, Chris Stiver at cstiver@adrian.edu.