Recreation Department

Fitness Equipment Maintenance Coordinator

Mayor Pamela Bobst

Reports To: Civic Center Manager
Shift: Tuesday & Thursday: 8am-noon (flexible)
Salary: Starting at $12.00/hour
FLSA Status: Exempt

Position Overview: Under the supervision of the Civic Center Manager, the Fitness Maintenance Coordinator is responsible for maintaining and repairing the fitness equipment of all fitness related areas of the Don Umerley Civic Center. This position performs preventative maintenance on all exercise equipment, makes recommendations for repairs on fitness equipment, and prepares orders for replacement parts when needed. This position uses standard cleaning equipment and supplies including vacuums, solvents, sanitizing agents, cleaners and lubricants. The employee also uses basic repair tools, maintenance tools and power hand tools. The work is performed in a typical Health and Wellness exercise environment where the employee is not generally exposed to adverse outside environmental conditions. Noise level can be moderate to noisy at points during the work day because of the use of equipment, sound system, and general exercise classes.

Duties:

1. Facility Management 80%
   - Monitors and inspects all fitness equipment to ensure it is in safe and operational condition.
   - Responsible for general preventive maintenance on all fitness equipment.
   - Reads and comprehends fitness equipment maintenance, safety manuals and instructions.
   - Operates standard cleaning equipment and supplies including, but not limited to, vacuums, mops and ladders.
   - Makes suggestions to fitness desk staff on cleaning and operational methods to ensure longevity of equipment.
   - Enforces all departmental policies and procedures.

2. Inventory Maintenance 10%
   - Documents quarterly preventative maintenance in log book.
   - Orders and replenishes additional supplies as needed.

3. Miscellaneous 10%
   - Ability to respond during off-hours for emergency situations.
   - Ability to move, lift and carry various fitness equipment and materials.
   - Performs other related duties as assigned.
Minimum Qualifications:
- High school diploma/GED required, college degree in related field(s) preferred
- Working knowledge of physical fitness equipment maintenance
- Operation procedures and safety requirements associated with fitness equipment maintenance

Position will be posted until filled. Applications may be obtained at 
http://s500873721.onlinehome.us/hr_docs/employment_application.pdf or at Rocky River City Hall. 
Submit completed application, cover letter and resume, Monday through Friday, 8:30 a.m. to 4:30 p.m. at:

Michael T. Greco, Director
Human Resources Department 
City of Rocky River 
21012 Hilliard Boulevard 
Rocky River, OH 44116

The City of Rocky River is an Equal Opportunity Employer