



501 East 38th Street
Erie, PA 16546

814-824-2000
800-825-1926
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 a full-time, 12-month position.

DUTIES AND RESPONSIBILITIES

- x Repair any breakage or damages that occur in the Ice Center, Athletic Center, Athletic Fields, and any other athletic building/office.
- x 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.
- x Maintain the outdoor fields including routine turf maintenance, turf repairs, landscaping (including mowing, string trimming etc.) of the surrounding areas and plowing snow.
- x Shovel and salt sidewalks and exits to maintain safe entrance and egress as needed.
- x Put up and take down the portable baseball and softball fences as needed.
- x Assist in the maintenance of the Ice Center, Athletic Center, Athletic Fields, and any other athletic building/office. This includes, but is not limited to, the following:
 - x Open and close the Mercyhurst Ice Center and at times the Mercyhurst Athletic Center and/or Saxon Stadium as needed.
 - x Assist the Director of Ice Center Maintenance to put down, take out, maintain, and repair a quality ice surface
 - x Other duties as assigned.

EDUCATION AND EXPERIENCE

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

SKILLS AND ABILITIES

- x Able to capably operate, drive the Zambon
- x M