



Coordinator of Ice Center Maintenance

Department: Athletic Administration
Status: Non-exempt, Full Time
Closes: Open until filled

Reports To: Associate Athletic Director
Classification: Staff

POSITION SUMMARY

The Coordinator of Ice Center Maintenance oversees the maintenance and upkeep of the Mercyhurst Ice Center. The MIC is home to the highly successful NCAA D1 Mercyhurst women's hockey team as well as three Mercyhurst club teams and numerous other organizations.

The primary responsibilities of this position include, but are not limited to, scheduling night and weekend ice rentals, scheduling part-time Zamboni drivers, cleaning the ice surface according to the daily schedule and maintaining a high-quality ice surface. In addition, occasional maintenance will be performed on all machinery, facilities, offices, and locker rooms for Mercyhurst Athletics. This position is a 12-month, benefits eligible position requiring primarily second shift and weekend work while classes are in session, and first shift work during the summer.

DUTIES AND RESPONSIBILITIES

- Able to capably operate, drive the Zamboni.
- Maintain, and repair a high-quality ice surface.
- Coordinate the scheduling of all Ice Center activities to include varsity hockey, club hockey and ice rentals.
- Solicit and maintain ice center rental contracts.
- Oversee ice resurfacing operations;
 - Ensure that all staff members are properly trained to work safely with all machinery and equipment and comply with safety standards.
 - Schedule all staff members to ensure proper management of ice center schedule.
- Assist the housekeeping staff, when necessary, with routine building cleaning, especially before, during and after events.
- Repair any breakage or damage that occurs in the Ice Center, Athletic Center, Athletic Fields, and any other athletic building/office.
- Install/maintain various fixtures and hardware such as signage, doors, windows, minor appliances, office equipment, etc. in the Ice Center, Athletic Center, Athletic Fields, and any other athletic building/office.
- Shovel and salt sidewalks and exits to maintain safe entrance and egress as needed.
- Assist the coordinator of athletic operations with outdoor field maintenance.
- Other duties as assigned.

EDUCATION AND EXPERIENCE

- High school diploma or GED; preferred
- Valid driver's license



KNOWLEDGE/SKILLS

- Extensive knowledge of ice center operations.

WORKING CONDITIONS

LIFTING: Frequent

DRIVING: Frequent

PUSHING/PULLING: Frequent

DATA ENTRY: Rarely

CLIMBING: Occasional

OVERNIGHT TRAVEL: Never

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

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