



MERCYHURST

UNIVERSITY

501 East 38th Street
Erie, PA 16546

814-824-2000
800-825-1926

mercyhurst.edu

Director of Athletics Facilities

Location: Erie

Department: Athletics

Reports To: Director of Athletics

Full Time

Classification: Staff

Open until filled

SUMMARY

Mercyhurst University is seeking a Director of Athletics Facilities to oversee the operation of the Mercyhurst Ice Center, Mercyhurst Athletic Center, and athletic fields. The responsibilities of this position include, but are not limited to, cleaning the ice surface according to the daily schedule and maintaining the other venues playing surfaces. In addition, basic maintenance will be performed on all machinery, facilities and locker rooms. This position is an hourly, 12 month position.

DUTIES AND RESPONSIBILITIES

- Coordinate and staff all athletics Zamboni operators as needed within the department budget
- Open and close the Mercyhurst Ice Center and at times the Mercyhurst Athletic Center and/or Saxon Stadium as needed.
- Able to capably operate, drive and repair the Zamboni machines.
- Able to maintain the compressors and chillers that maintain the Ice Center.
- Able to put down, take out, maintain, and repair a quality ice surface.
- Assist staff using the Ice Center when necessary (collecting garbage, mopping when necessary for clean ups, cleaning rest rooms, replacing lights, cleaning benches etc.), especially before, during and after varsity games.
- Repair any breakage or damages that occur in the Ice Center, Athletic Center and Athletic Fields including all glass breakage, board repairs, goal repairs, hoop repairs, turf issues and other general maintenance.
- Keep the inside and outside of the Ice Center and Athletic Center clean, especially in circumstances that not doing so would reflect badly on the general impression of the Campus.
- Any other duties as assigned by Associate Athletic Director or Rink Manager

EDUCATION AND EXPERIENCE

- High school diploma or GED; or one to three months related experience and/or training; or equivalent combination of education and experience. HVACR certification strongly recommended.
- Ability to safely operate a Zamboni.
- Ability to perform minor plumbing, electrical and HVACR repairs and adjustments as well as general maintenance.
- Able to work off shifts, weekends and be available for on call situations.

CERTIFICATES, LICENSES AND REGISTRATIONS

- Valid driver's license required
- Act 153 clearances

APPLICATION PROCESS

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

**Human Resources
Mercyhurst University
501 East 38th Street
Erie, PA 16546
hrinfo@mercyhurst.edu**

Mercyhurst University values diversity and is committed to the goal of achieving equal opportunity for all. For that reason, Mercyhurst abides by federal, state and local law in admissions, employment and all services and programs provided.

Mercyhurst does not unlawfully discriminate on the basis of race, color, religion, creed, sex, citizenship status, ancestry, national or ethnic origin, age, familial status, sexual orientation, gender identity or expression, physical or mental disability, military or veteran status or any other legally protected characteristic or because of any individual's legally protected activities.

Mercyhurst complies with federal, state and local legislation and regulations regarding nondiscrimination. This policy applies to faculty, administration and staff, applicants for employment, students and applicants for educational programs and activities.

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