Purpose: To outline the expectations for Facility Technician Office & Inventory Manager

Scope: Facility Technician Office & Inventory Manager

Policy OR Procedure

I. RESPONSIBILITIES:
   a. Ensure the safety of patrons and coworkers by maintaining a thorough understanding of building maintenance policies, procedures, and record keeping
   b. General maintenance division office record keeping must include the following:
   c. Create and maintain accurate preventive maintenance documentation
   d. Manage and organize equipment Orders/Invoices/Purchases
   e. Maintain clear equipment and tool inventory documentation
   f. Aid in the dispatch of facility technicians during service requests
   g. Provide a direct link of communication between all facility technician staff, Strength & Conditioning Facility Technician Division Foreman, Coordinator of Strength and Conditioning, and Assistant Director of Strength and Conditioning
   h. Be a positive representative of the Department of Recreational Sports and the Ramsey Student Center
   i. Keep accurate numbers on the amount of parts, machines, tools, and supply for Facility Technician and Strength and Conditioning departments
   j. Weekly inventory reports of needed supplies/tools
   k. Staff hiring
   l. Documentation of needed parts, ordered parts, and received parts
   m. Retrieve part information including serial numbers, manufacturer, and unit price
   n. Assist in the annual scanning of equipment and supply for property control purposes
   o. Serve as a resource to patrons and staff members by providing accurate information regarding fitness equipment
   p. Supervise and actively support the efforts of Facility Technician Division staff members and provide positive leadership through the demonstration of professional behavior
   q. Attend all weekly/biweekly staff meetings and in-service training sessions

II. QUALIFICATIONS:
   a. Be a current staff member in good standing
   b. Current American Red Cross certification in First Aid/CPR/AED
   c. Available to work a minimum of 10 hours a week
   d. Must have worked for S&C for at least two semesters

III. APPROXIMATE NUMBER OF STAFF:
   a. 1-3

IV. SUGGESTED PAY RATE:
   a. $8.40