



## STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

<b>Title:</b>	<b>Assistant Supervisor of Facilities &amp; Equipment</b>
<b>Department:</b>	Campus Recreation
<b>Hourly Rate Range:</b>	\$13.00
<b>Posting Date:</b>	December 4, 2018
<b>Hours:</b>	15-20 hours per week; shifts based on operational need of the organization

### Position Definition:

Under general supervision from the Facility Operations Coordinator, the Assistant Supervisor of Facilities & Equipment supports the Operations Supervisor of Facilities & Equipment and the Facility Operations Coordinator in the day-to-day operations of the fitness, recreation, pool, and audio/visual equipment. The Assistant Supervisor of Equipment & Facilities performs routine and non-routine complex assignments requiring specialized knowledge, prior relevant experience, and considerable independent judgement and decision-making.

### Essential Duties:

- Assists in maintaining fitness equipment functionality and operation
- Assist with development and implementation of equipment preventative maintenance and technical operational strategies
- Assists in the supervision of team members
- Assists with recreation equipment maintenance scheduling to include, but not limited to, repairing/replacing all sporting nets, maintaining equipment holders, storage devices, and divider curtains
- Assists with basic fitness equipment maintenance scheduling to include, but not limited to, preventative care and small repairs for cardio, selectorized, and strength equipment
- Assists with scheduling pool maintenance to include, but not limited to, pool vacuuming, conducting/monitoring daily equipment and pool chemistry checks, and advanced troubleshooting
- Assist with scheduling technical equipment maintenance to include, but not limited to, lockers, key management system, audio/visual, and technology devices and cart
- Assists with facilitating the BRIC's day-to-day operations
- Assists in the management, development, and implementation of various software platforms
- Adheres to all organization, local, state, and national industry standard operating procedures and safety protocols
- Assists in the management of electronically collected data
- Evaluates facility, programs, and process efficiencies
- Prepares and presents facility, programs, and process reports and trends
- Enforces rules and regulations regarding BRIC use
- Presents a professional appearance and attitude at all times and maintains a high standard of customer service
- Reports basic facility maintenance and custodial needs
- Completes appropriate activity logs and reports
- Performs other related duties as assigned

### Qualifications:

- American Red Cross CPR/AED for the Professional Rescuer and Administering Emergency Oxygen Certifications (required prior to start date)
- National Swimming Pool Foundation Pool Operator Certification (required prior to start date)
- Experience working with fitness equipment maintenance and repair preferred
- Experience working with equipment preferably within a sports, fitness, recreation or university programming environment preferred
- Ability to follow routine verbal and written instructions
- Ability to effectively communicate clearly and concisely, both verbally and in writing
- Ability to maintain professional work conduct
- Ability to make independent decisions and make recommendations
- Ability to adhere to work rules, follow directions, use time effectively and work productively without close supervision
- Demonstrated ability to work with a diverse student population and campus community
- Ability to operate a computer workstation using word processing, spreadsheet and other computer applications in use
- Ability to satisfactorily complete a background check (including a criminal records check)

**Position Sensitivity:**

Based on the duties and responsibilities of this position, this position has been designated to be a sensitive position with access to sensitive data.

**Background Check:**

A background check (including a criminal records check) must be completed satisfactorily before any candidate can begin employment with Associated Students, Inc., Cal Poly Pomona. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current ASI employees who apply for this position.

**Work Environment:**

While performing the duties of this job, the employee is frequently required to sit, talk and hear; manual dexterity, eye-hand coordination, and verbal communication; use of office equipment: telephones, calculator, copier and fax; use of basic tools, including, but not limited to, ladder, screwdriver, pliers, hammer, wrench, and small power tools. Must be able to walk, stand, bend and lift up to 50 pounds.

**Employment Eligibility:**

Employment with ASI is open to any Cal Poly Pomona student who is eligible to work and has the legal right to work in the United States. In addition, the employee must be currently enrolled for at least 6.0 units (undergraduate) and 4.0 units (graduate) at the end of the add-drop period, have a minimum 2.0 GPA and be in good standing with the University. Individuals enrolled only in Extended University are not eligible for hire. Exceptions to the unit load requirement are allowed during the summer term and for students who have applied for graduation for the current term. Applications for employment are available at the ASI Human Resources Office located on the first floor of the Bronco Student Center, Room 1216 or online at the ASI website: <http://asi.cpp.edu/employment-opportunities/>

**Mandated Reporting Requirement:**

In compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and the [CSU Executive Order 1083](#), each ASI employee is designated as a mandated reporter and is required to sign an Acknowledgment of Mandated Reporter Status and Legal Duty to Report Child Abuse and Neglect.

**System-wide Smoke and Tobacco Free Environment EO 1108:**

Cal Poly Pomona is a smoke and tobacco-free campus. Please refer to the link below for policy information.  
<http://www.calstate.edu/EO/EO-1108.html>

**About Associated Students Incorporated:**

About the Associated Students Incorporated: Established in 1963, Associated Students, Inc. (ASI) is a recognized auxiliary organization of Cal Poly Pomona that is led, funded and mainly staffed by students. Guided by the core commitments to the promotion of student development and provision of quality facilities, programs and services, ASI provides for student representation at the campus and system-wide level and offers leadership development through student government, student-led programming, student employment and student involvement in a wide array of Bronco Student Center programs and services, including The Bronco Recreation and Intramural Complex (BRIC), as well as the Children's Center. ASI fully supports the enrichment of student life by providing annual funding support for student clubs and organizations, diversity programs, athletic scholarships and academic support programs.

**ASI is an Equal Opportunity Employer**