



Facilities Unit Job Descriptions

Level 1 – Facility Attendant (Entry Level)

Level 2 – Facility Manager (Promotional Opportunity)

Level 3 – Student Supervisor, Facilities (Promotional Opportunity)

Level 1: Facility Attendant Job Description

Facility Attendants oversee the facility upkeep and equipment management of all Campus Recreation facilities including Baiert Student Recreation Center, Trees Hall, William Pitt Union, Bellefield Hall, and Sports Dome. This oversight includes fitness floor upkeep, preventive maintenance, cleaning, and functionality audits.

Attendant Job Responsibilities

- Be knowledgeable of all campus recreation fitness equipment usage, layout, functionality, and troubleshooting measures.
- Complete fitness equipment cleaning and daily tasks to maintain the cleanliness of fitness spaces.
- Maintain organization of equipment within fitness center spaces including but not limited to re-racking weight plates, dumbbells, barbells, stability balls, kettlebells, and accessories.
- Audit facility equipment throughout operations including but not limited to equipment checkout items, basketballs, nets, and lockers.
- Ensure facility meets or exceeds professionalism standards including proper sign posting, organized accessories, collaborate with custodial on addressing cleanliness needs, etc.
- Ensure reservable spaces inventory is at proper levels and in working order.
- Wear appropriate staff uniform and model professional work behaviors
- Attend required training sessions and meetings
- Other duties as assigned

Professional Skills to be gained:

- Initiative
- Accountability
- Collaboration
- Problem Solving
- Professionalism

Required Job Qualifications

- All campus recreation staff must have current First Aid/CPR/AED Certification, or ability to obtain within 30 days of start date.
- Current University of Pittsburgh undergraduate or graduate student
- Ability to lift up to 45 pounds

Additional Information

- **Position Type:** Entry Level
- **Pay Rate:** \$10.00 per hour
- **Work Schedule:** Not to exceed 20 hours a week; minimum requirements of 6 hours per week; days/times TBD based on facility hours
- **Required Documents:** Resume
- **Optional Documents:** Cover Letter – Strongly Encouraged
- **Does this position require FWS award?** No
- **Application Instructions:** All applications must be submitted through Pitt Talent System

Level 2: Facility Manager Job Description

Facility Managers lead the facility upkeep and equipment management of all Campus Recreation facilities including Baierl Student Recreation Center, Trees Hall, William Pitt Union, Bellefield Hall, and Sports Dome. In addition, Facility Managers supervise on shift personnel.

Attendant Job Responsibilities

- Provide direct supervision and guidance to Facility Attendants.
- Lead training of new Facility Attendants
- Ensure staff are present, in uniform, in designate position and completing assigned tasks
- Contact missing Facility Attendants and fill in onsite positions as needed
- Assist in creation of preventative maintenance tasks and rotations
- Review active work orders in Connect2Concepts
- Assist in management of Connect2Concepts C2IT Asset Management Inventory and Work Order Management systems
- Audit facility equipment throughout operations including but not limited to equipment checkout items, basketballs, nets, and lockers.
- Ensure facility meets or exceeds professionalism standards including proper sign posting, organized accessories, collaborate with custodial on addressing cleanliness needs, etc.
- Ensure reservable spaces inventory is at proper levels and in working order.
- Wear appropriate staff uniform and model professional work behaviors
- Attend required training sessions and meetings
- Other duties as assigned

Professional Skills to be gained:

- Initiative
- Accountability
- Collaboration
- Problem Solving
- Professionalism

Required Job Qualifications

- All campus recreation staff must have current First Aid/CPR/AED Certification, or ability to obtain within 30 days of start date.
- University of Pittsburgh undergraduate or graduate student **AND** current campus recreation student employee
- Ability to lift up to 45 pounds

Additional Information

- **Position Type:** Promotional Opportunity for current Facilities Attendants
- **Pay Rate:** \$12.00 per hour
- **Work Schedule:** Not to exceed 20 hours a week; minimum requirements of 6 hours per week; days/times TBD based on facility hours
- **Required Documents:** Resume and Cover Letter
- **Does this position require FWS award?** No
- **Application Instructions:** Must submit all required documents to the Facilities & Operations Coordinator. ***Internal applicants only.***

Level 3: Student Supervisor – Facilities Job Description

The Student Supervisor of Facilities serve in an administrative capacity providing leadership to front line student employees in the Facility Attendant and Facility Manager roles. The Student Supervisors for facilities also assists in creating and managing facility schedules, recruiting, hiring, and lead training of new facility attendant and facility manager student staff members.

Student Supervisor Job Responsibilities

- Create and maintain student staff schedules
- Assist with hiring, interviewing, and onboarding new Facility Attendants
- Lead on site training of new Facility Attendants
- Assist with developing and facilitating on going meetings and trainings for all Facilities Staff
- Assist with facility rental intake and special event logistics
- Assist with management of facility schedules
- Serve onsite for special events and reservations as needed

Professional Skills to be gained:

- Leadership
- Time Management
- Organization
- Professionalism
- Adaptability

Required Job Qualifications

- All campus recreation staff must have current First Aid/CPR/AED Certification, or ability to obtain within 30 days of start date.
- University of Pittsburgh undergraduate or graduate student **AND** current campus recreation operations student employee
- Ability to lift up to 45 pounds

Additional Information

- **Position Type:** Promotional Opportunity for current campus recreation facilities staff
- **Pay Rate:** \$14.00 per hour
- **Work Schedule:** Not to exceed 20 hours a week; days/times TBD
- **Required Documents:** Resume and Cover Letter
- **Does this position require FWS award?** No
- **Application Instructions:** Must submit all required documents to the Facilities & Operations Coordinator. ***Internal applicants only.***