



## Operations Unit Job Descriptions

*Level 1 – Operations Attendant (Entry Level)*

*Level 2 – Operations Manager (Promotional Opportunity)*

*Level 3 – Student Supervisor, Operations (Promotional Opportunity)*

### **Level 1: Operations Attendant Job Description**

Operations Attendants oversee the daily operations of all Campus Recreation facilities including Baierl Student Recreation Center, Trees Hall, William Pitt Union, Bellefield Hall, and Sports Dome. This oversight includes policy enforcement, fitness floor upkeep, cleaning, and providing care to patrons in the event of an injury.

#### **Attendant Job Responsibilities**

- Monitor activities and usage throughout the recreation facilities
- Be knowledgeable of all campus recreation policies and guidelines, enforce policies as needed
- Complete fitness equipment cleaning and daily tasks to maintain 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.
- Wear appropriate staff uniform and model professional work behaviors
- Respond to emergency situations according to established departmental protocols that include care for injured, initiation of Emergency Response Plans, notification of appropriate university authorities, and completion of paperwork.
- Attend required training sessions and meetings

#### **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 and stand on your feet/be mobile for up to 4 hours

#### **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: Operations Manager Job Description**

Operations Managers oversee daily operations of all campus recreation facilities including Baierl Student Recreation Center, Trees Hall, William Pitt Union, Bellefield Hall, and Sports Dome. In addition, Operations Managers supervise on shift personnel.

### **Operations Manager Job Responsibilities**

- Provide direct supervision and guidance to Operations Attendants.
- Ensure staff are present, in uniform, in designate position and completing assigned tasks
- Contact missing Operations Attendants and fill in onsite positions as needed
- Complete continuous rounds of facilities to supervise staff and activity areas. Ensure all facility policies and guidelines are being upheld.
- Complete hourly participation counts, laundry, and all accompanying manager paperwork.
- Collaborate with Member Services Manager as needed to handle accidents and incidents within the Campus Recreation and Wellness Center
- Ensure facilities are opened and closed properly according to daily facility hour schedules
- Assist with events and facility reservations taking place on shift
- Respond to emergency situations according to established departmental protocols that include care for injured, initiation of Emergency Response Plans, notification of appropriate university authorities, and completion of paperwork.
- Attend required training sessions and meetings

### **Professional Skills to be gained:**

- Leadership
- Conflict Management
- Collaboration
- Situational Awareness
- 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
- Teamwork, critical thinking, and communication skills are key aspects of performance in this role

### **Additional Information**

- **Position Type:** Promotional Opportunity for current Operations 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 –Operations Job Description**

Operations Student Supervisors serve in an administrative capacity providing leadership to front line student employees in the Operations Manager and Operations Attendant roles. Student Supervisors maintain staff schedules, assist with hiring, and lead training of new student staff members.

#### **Student Supervisor Job Responsibilities**

- Create and maintain student staff schedules
- Assist with hiring, interviewing, and onboarding new Operations Attendants and Operations Managers
- Lead on site training of new Operations Attendants and Operations Managers
- Assist with developing and facilitating on going meetings and trainings for all Operations staff
- Coordinate Lost and Found procedures
- Coordinate risk management procedures and trainings for Operations Staff
- Maintain inventory of first aid supplies, various fitness equipment, and staff supplies
- Maintain 1-2 shifts per week as an Operations Manager

#### **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
- Ability to work independently and motivate, train and lead others are key aspects of performance in this position

#### **Additional Information**

- **Position Type:** Promotional Opportunity for current Operations Managers
- **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.**

**For more information regarding student employment in the operations unit contact Cal McCarthy, Facilities and Operations Coordinator at [CAM608@pitt.edu](mailto:CAM608@pitt.edu).**