



Adaptive Sports Center | Equipment, Facilities, and Vehicle Tech Job Description

Title: Equipment & Vehicle Tech

Reports to: Facilities & Capital Manager

Job Status: Part-time; Weekends; Non-Exempt

Wage: \$13/hr (24 hrs/week)

Position Overview

The Equipment Facilities & Vehicle Tech (EFVT) is responsible for a wide variety of tech, maintenance and repair tasks related to risk management. The EVT is responsible for repair and maintenance of all programming equipment, vehicles and facilities on Saturday and Sunday of every week. The EVT will serve in a leadership role when the Facilities & Capital Manager (FCM) is absent. Currently this is a three day a week, Saturday – Monday commitment.

Specific Responsibilities

Program Management

- Serve as a professional representative of the Adaptive Sports Center.
- Ensure capital and equipment assets are in top operational condition.
- Direct the activities of interns, volunteers and community service workers.
- Act as the FCM when the FCM is absent.

Equipment

- Ensure the equipment room and storage areas are clean, organized and meet all criteria outlined in equipment maintenance and use protocols.
- Ensure that equipment is neatly stored and inventoried at the end of each programming day.
- Communicate equipment storage protocols to all staff.
- Maintain equipment maintenance logs for each piece of equipment.
- Ensure that all equipment repairs and maintenance tasks are completed on days on.
- Monitor equipment repair board.
- Communicate parts, supplies and tool needs to FCM.
- Ensure weekly tune-ups on each piece of equipment as needed.
- Provide support to staff with participant set-ups.
- Provide support for intensive rigs as agreed upon.

Vehicles and Trailers

- Perform weekly in-house vehicle checks and documentation.
- Service vehicles as needed.
- Ensure vehicle storage and parking is safe and legal.
- Oversee vehicle usage by staff, including sign in/out procedures and key management.

Facilities

- Weekend oversight of ASC Facilities
- Contact person for weekend emergencies



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- Quality control of rental properties
- Completes work orders for maintenance
- Performs routine scheduled maintenance tasks
- Custodial tasks of ASC properties as needed

Additional Tasks

- Managing the upkeep of Kelsey Wright Building in terms of custodial standards
- Completing repairs of new building
- A lot of these tasks are yet to be determined and will be based on the needs of the KWB

Ropes and Challenge Course

- Set up, take down and regularly maintain the ropes course.
- Perform documentation of the ropes course as directed by the FCM.

Supervisory Requirements

- Follow organization's policies and applicable laws.

Education and Experience

- Degree from a two-year technical/vocational school or equivalent experience required; Bachelor's degree preferred.
- Two years of full-time experience as a facilities, equipment, or vehicles manager preferred.

Knowledge, Skills & Abilities

- Ability to work well under pressure in a fast-paced environment.
- Sound mechanical knowledge of mainstream and adaptive sports activities and equipment, including: skiing, snowboarding, Nordic, ski bikes, ice climbing, rock climbing, mountain biking, road cycling, ropes and challenge course, camping, rafting, canoeing, and kayaking.
- Ability to train staff in the use of and care for equipment.
- Valid driver's license with a clear driving record required.
- Ability to drive full-sized programming vehicles with trailers in mountain conditions.
- Ability to see tasks through to completion with minimal direction.

Physical Requirements

- Frequently required to stand, walk, sit, use hands and fingers to handle or feel, reach with hands and arms, climb or balance, talk or hear.
- Frequently required to stoop, kneel, crouch or crawl.



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- Regularly required to lift and/or move up to 175 pounds.
- Vision requirements include close, distant, color, peripheral, depth and ability to adjust focus.

Work Environment

- Fast-paced, highly interactive office environment with moderate to high noise levels.
- Regularly required to work outside exposed to weather elements.
- Regularly required to work a flexible schedule outside of regular business hours.
- Weekends required; weekday and evening hours as agreed upon.

Employee Acknowledgement

I acknowledge that I have received a copy of the Equipment & Vehicle Tech job description and understand that it is my responsibility to read and understand it. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that this job description may be used as a tool to evaluate the performance of my duties. If I have any questions about this job description or my job duties, I understand that I should ask my supervisor or department manager.

Signature

Date

Printed Name