Position Description

**JOB TITLE:** Facility Specialist  
**DATE REVISED:** March 4, 2014

**CLASSIFICATION:** Part Time  
**DEPARTMENT:** Operations

**REPORTS TO:** Graduate Assistant, Facility Operations  
**PAY RATE** $8.00

**Essential Responsibilities**
Assist the Facility Supervisor in the oversight of the 152,275 square foot UAB Campus Recreation Center, including but not limited to risk management, customer service and emergency response.

**Specific Responsibilities**
- Act as first responder to all medical and non-medical emergencies
- Responsible for offering outstanding customer service
- Complete shift risk management checklist
- Assist in the hiring, evaluation and promotion of student staff
- Assist in all custodial operations and aspects as assigned
- Ensure all disinfectants and chemical bottles are filled
- Continually monitor all facility activity and program areas
- Document participation count for each activity area
- Assist in the interviewing and training of new student staff
- Setup for rentals and special events as needed
- Cover shift vacancies as needed by Facility Supervisor
- Ensure all Fitness Equipment is clean and functional
- Complete weekly inventory of first aid supplies
- Ensure laundry throughout the facility is managed
- Other duties as assigned.

**Minimum Requirements:** Must be a student at the University of Alabama at Birmingham that has been with Campus Recreation for at least one semester. Has a thorough knowledge of Campus Recreation practices and policies. Must be certified in as a CPR/ First Aid/AED Professional Rescuer.
Competencies
[The competencies listed below are representative of the knowledge, skills, and/or abilities required to perform each essential function.]

Technical Competencies
- Basic computer competency

Professional Competencies
- Ability to handle customer service issues.
- Ability to assist in the supervision 152,275 square foot Recreation Facility.
- Ability to perform all American Red Cross skills as trained.

Human Relations
Internal contacts include staff at all levels. External contacts include external customers. Contact involves troubleshooting, informing, exchanging information, negotiating, making recommendations, and giving information or instructions.

Work Environment and Physical Demands
(The demands marked below are representative of those that will be required to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Please indicate below where reasonable accommodation may be needed.)

Work Environment
- Several hours on feet/walking around
- Moderate to loud noise

Physical Demands
- Assisting in event setups requiring lifting exceeding 30lbs

Employee Acknowledgement
By signing below I acknowledge that I have read and understand the purpose, essential responsibilities, minimum requirements, competencies, work environment, equipment, and physical demands required of my job as described above. Further, I acknowledge that if, because of a disability, I need an accommodation in order to perform the essential functions of my job, I will notify the human resources department, who will work with me to determine what, if any, reasonable and effective accommodation can be made.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. I understand that this is not an exhaustive list of all duties and responsibilities, and that Centers reserves the right to amend and/or change responsibilities to meet business and organizational needs.

Employee ____________________________ Date ____________

Job Description: 2 of 2 Facility Specialist