



FACILITIES COORDINATOR JOB DESCRIPTION

Summary

Responsible for maintenance of both the South Main and Salt Lake Front locations specifically repairs, cleaning, and all tasks related to keeping the gym running smoothly. This role works with one other Facilities Coordinator.

Primary and Essential Functions

- Ensure facility is clean and organized by adhering to procedures and checklists are followed in their entirety;
- Ensure staff are following facility protocols & train employees as needed;
- Provide coverage for the Salt Lake gym when needed and vice versa;
- Manage task lists (daily, weekly, monthly) in order to keep up the gym's high standards;
- Manage and perform all work related to the maintenance of the gym including but not limited to HVAC, plumbing, electrical, IT, and security of the gym;
- Maintenance of swamp coolers, natural gas heaters, & fitness equipment;
- Perform safety checks and repairs on all equipment within the facility;
- Maintain accurate records of all maintenance repairs;
- Provide excellent customer service to our members;
- Supervise contractors, vendors and volunteers as they relate to maintenance;
- Work with Facilities team & CEO to ensure responsible spending on maintenance needs;
- Regularly inspects gym property (interior and exterior) for areas of concern;
- Seasonal duties- winterizing, managing storage, & ensuring proper temperatures in the gym;
- Provide snow removal as needed;
- Ensure all aspects of gym meet building, health, and safety codes;
- Experience with servicing fire alarm systems a bonus;
- Ad hoc projects as needed;
- Additional duties as assigned.

Requirements

- Minimum of one year of facilities management experience;
- General maintenance skills such as changing filters, fixing swamp coolers, painting, patching walls, fixing toilets, etc.
- Excellent problem-solving skills and ability to troubleshoot;
- Preference given to those with exercise machine maintenance;
- Excellent customer service skills; communicate maintenance issues to members and staff effectively;
- Ability to work independently with minimal supervision;
- Ability to work nights and weekends on occasion and accept urgent calls;
- Reliable, shows up to shifts on time;
- Proactive, self-starter, positive attitude;
- Well-developed time management skills with the ability to prioritize tasks;
- Valid driver license;
- Strong verbal communication skills;
- Strong organizational skills.

Physical Requirements:

- Ability to stand on your feet for majority of working day;

- The ability to lift, push, pull, or carry objects of at least 50 lbs. regularly & 100 lbs. on occasion;
- Stooping: Bending body downward and forward by bending spine at the waist;
- Reaching: Extending hand(s) and arm(s) in any direction;
- Ability to climb stairs, ladders, scaffolds, and ability to navigate elevation changes while maintaining balance;
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position;
- Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers;
- Specific vision abilities include close vision, color vision, depth perception and ability to adjust focus.

Job Hazards

This position is exposed to airborne chalk, dust and cleaning supplies. This position requires the use of hand tools and therefore exposes one to punctures, lacerations, foreign objects in the eye, repetitive motion injuries. PPE may be required for this position. Trips and falls caused by obstacles on the ground such as ropes and climbing gear and slippery surfaces after they have been cleaned.

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