

**JOB TITLE:** Maintenance Technician

**REPORTS TO:** Facilities Manager

## **POSITION DESCRIPTION**

Mamba Sports Academy is currently experiencing rapid growth and we are seeking a fulltime experienced Maintenance Technician. The Maintenance Technician is responsible for preserving the good condition of Mamba Sports Academy and to ensure that the Facility is safe and well-functioning. The position requires being organized and able to optimize the use of space and equipment at all times. The goal is to ensure our business accommodation is problem-free and safe so that employees and clients can enjoy the facility under the best conditions.

## **RESPONSIBILITIES & DUTIES**

### **I. Upholds Mamba Sports Academy Standards**

- Creates opportunities to improve the overall functionality of our building
- Personal behavior consistently aligns with the Mamba Sports Academy mission, vision and values
- Builds and maintains positive and respectful relations with MSA team members
- Demonstrates commitment to continued personal and professional improvement

### **II. Personal Performance Factors**

- Prioritizes the Customer first, above all other tasks
- Clearly understands all Mamba Sports Academy Centers of Excellence
- Greets all athletes, clients, guests and spectators and provides the highest level of customer service
- Directs athletes, clients, guests and spectators to appropriate areas of the building
- Ensures every customer receives sincere, polite and courteous service (e.g. “thank you”, “please”, “may I help you?”)
- Maintains a clean and orderly work area

### **III. Required Skills and Experience**

- Effective interpersonal, written and oral communication skills
- Effective time management, organization, planning and follow up skills
- Ability to multi-task
- Ability to work independently, with limited supervision
- Proven maintenance experience
- High School Diploma or general education degree (GED)
- Skilled in use of hand and power tools

- Ability to take apart machines, equipment, or devices to remove and replace defective parts
- Ability to read blue prints, repair manuals, or parts catalogs as necessary
- Ability to use common tools such as hammers, hoists, saws, drills and wrenches
- Experience with precision measuring instruments or electric testing devices
- Experience performing routine maintenance
- Eye for detail
- Professional presentation and attitude
- Ability to maintain focus while working individually
- Ability to communicate well with property management and maintenance staff
- Willingness to uphold company standards for safety and efficiency

#### **IV. Responsibilities**

- Conducting routine inspections of premises and equipment
- Performing preventative maintenance
- Handling basic repairs and maintenance
- Overseeing contractors when professional repairs are necessary
- Diagnosing mechanical issues and correcting them
- Repairing machines, equipment, or structures as necessary
- Repair minor plumbing, electrical and safety systems as required
- Ensure that parking lot and sidewalks are free from litter and debris
- Maintain tool and equipment storage
- Maintain outdoor trash enclosure
- Respond to requests from managers, directors and maintenance staff as needed