Position Description

Title: Falcon Center Operations Staff
Department: Falcon Center Operations
Reports to: Falcon Center Maintenance Staff
Assistant Director of Falcon Center
Appointment: Academic year 2017-18
Start Date: Approximately August 26, 2017

Position Summary
This position will work closely with the Falcon Center Maintenance Staff, and Assistant Director of Sport Facilities. This position will be responsible for the daily upkeep of all indoor and outdoor facilities under the Falcon Center Operations prevue. Responsibilities will include: mowing, athletic/recreation field preparation, snow removal, landscape work, etc. Small and large equipment operation will be required with this position. Members of the FCO Building/Grounds Staff will work primarily in David Smith Stadium/Ramer Field, the IM Complex, Falcon Softball Field, Falcon Soccer Field, Hunt Arena, Knowles Fieldhouse, and Page Arena.

Minimum Qualifications and Conditions of Employment
A. Must be a student enrolled at UWRF.
B. Maintain a minimum cumulative grade point average of 2.00 or higher before and during employment.
C. Must be able to attend spring and fall training activities.
D. Must be able to lift up to 50 lbs
E. Possess the ability to work as part of a team
F. Self-starter
G. Have the ability to problem solve

Responsibilities
A. Attend all training sessions throughout the year
B. Follow policy and procedure in all aspects of the position
C. Stay up to date on all policy/procedure changes by staying in contact with all supervisors
D. Small and large equipment operation
E. Athletic/Recreation field preparation
F. Mowing/Snow removal
G. Some landscaping
H. Maintenance and custodial work will be required
I. Represent the program and department with integrity
J. Custodial duties will be required
K. Late night and weekend hours will be required
L. Holiday hours and academic year break hours will be required
M. Other duties as assigned

Preferred Qualifications
A. Previous experience operating machinery, working in landscaping or other type of field is desirable.