HUMBOLDT BAY AQUATIC CENTER

VACANCY ANNOUNCEMENT

Department: Humboldt Bay Aquatic Center and Center Activities

Equipment Technician: $11 - $14 HOURLY

Hours: 10-20 Hours per week; may include evenings and weekends

Announcement Closes: Open Until Filled

Work Schedule: Time base fluctuates with seasonality of the aquatic rental business and programming and will not exceed 1000 hours per fiscal year. Ten to twenty hours of work will be available. This is an interim position and a seasonal layoff is likely to occur in early fall. This job requires working weekends and evenings.

Position Summary: The Equipment Technician assists the Aquatics Coordinator with maintenance and repair of equipment such as kayaks, stand up paddle boards, canoes, sail boats, rafts, wet suits, PFDs, trailers, small machinery, tools and more as well as the facility itself at the Humboldt Bay Aquatic Center. This position works closely with the Aquatics Coordinator as well as the Operations Supervisor to keep equipment safe and in working condition. May help develop policies and procedures regarding equipment and maintenance logs.

Specific duties and responsibilities include:

- Responsible for repairing and maintaining aquatics equipment.
- Works with the Aquatics Coordinator to help with the management of regular maintenance, inventory and repair of aquatic equipment.
- Assists with planning and execution of special events that involve aquatic equipment.
- Assists HBAC Operation Supervisor with maintenance of the facility.
- There may be other duties as assigned.
- Maintains tools in safe and working order.
- Trailer Maintenance.
- Keep up with various maintenance logs and schedules.
- Make recommendations on tool and equipment purchases.
- Keeps the Boat Storage safe and clean.
- May help pack trips occasionally.
- Follow all University Center policies and procedures
- Create estimates for labor and materials costs.
- Assists in purchasing decisions
- Inspection, troubleshooting, modification and inspection of equipment
Minimum Qualifications: Education and Experience  Must have at least two years of experience in a maintenance position. A basic knowledge of tools and how to use them. Must have experience maintaining and repairing outdoor and aquatics equipment. Must be a problem solver who can work with a minimum of direction. Must be knowledgeable in Google Doc’s, Word, Excel, and other clerical programs. Must be efficient, professional, and amiable in correspondence with other staff and the community.

Preferred Qualifications: ASE Certifications. Small engine maintenance experience. Familiarity with trailer maintenance. Specific skills in one or more of the following areas: sea kayaking, sailing, canoeing, and stand up paddling.

Knowledge, Abilities & Specialized Skills: Ability to work well with employees, colleagues, students, faculty, staff and the surrounding community in sometimes stressful situations. Must have a good sense of customer service, demonstrate excellent communication skills, and the ability to provide good public relations. Knowledge of various articles of aquatic equipment. Experienced with outdoor aquatic programs including leadership, teaching techniques, and risk management. Must be organized, efficient, friendly, and be able to prioritize tasks. Must be detail oriented and follow through.

Physical Requirements: Must be physically fit. Able to consistently lift and carry aquatic equipment (75 or more pounds for distances of 100 feet). Ability to stand and/or sit for extended periods of time during office hours.

Application Procedure: Submit a University Center Employment Application, resume, and contact information of at least three professional references. Application materials that do not include the University Center Employment Application will not be considered. The application is available online at: http://www.humboldt.edu/uc/jobVacancies.html

Application packets can be mailed, emailed, faxed, or hand-delivered to:

Humboldt Bay Aquatic Center
Attn: Aquatics Coordinator
921 Waterfront Drive
Eureka, CA 95501
Email: hbac@humboldt.edu
Fax: 707-443-1527

It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed application materials will not be considered.