



## JOB DESCRIPTION

Job Title: <b>Maintenance Manager</b>	Club/Department: <b>HSTC- Maintenance</b>
Status: Full Time / Non-Exempt	Reports To: General Manager
<b>Employee Name:</b>	

**CAC Mission Statement to our members:**

“Our mission is to provide the finest club experience,  
where our priority is your health and well being.”

### PRIMARY JOB FUNCTION

The Maintenance Manager is responsible for providing a safe and clean environment for the club members and maintenance employees. The Maintenance Manager must exhibit the highest level of professionalism and maintain a positive attitude, always upholding the Club’s core values: Integrity, Caring, Creativity, Passion and Excellence.

### ESSENTIAL DUTIES and RESPONSIBILITIES

**Personal Responsibilities**

- Arrive to work on time and work scheduled hours
- Record hours worked, through club payroll system
- Wear proper uniform
- Use personal, protective equipment as needed

**Maintenance Duties and Responsibility**

- Oversees the maintenance department (including hiring, firing, performance management and recognition duties)
- Maintain the club to an appropriate level of cleaning throughout the day
- Maintain clean locker rooms throughout the day
- Ensures that all maintenance/janitorial staff are completing cleaning duties
- Performs inspections of other maintenance/janitorial staff’s work
- Complete Preventative Maintenance checklists
- Acts as the lead maintenance/janitorial person on questions, problems and issues that may arise
- Work with maintenance and repair vendors on necessary items
- Monitors cleanliness of pools & Jacuzzis. Monitors proper water level, chlorine, temperature, and pH level. *This is essential to the success and value of The Hills daily operations.*
- Check all air conditioning units to make sure they are working properly. Replace filters once a month or as needed
- Keep all mechanical aspects of the club functioning correctly on a daily basis

- Maintain proper safety training, including chemical handling, using/operating tools and machines, etc. *If you are already a Certified Pool Operator please provide certification proof.*
- Act as liaison with inspection agencies (Fire systems, health department, etc.)
- Partner with General Manager in finding and bidding work for subcontractors
- Follows schedule/checklist as closely as possible, but stays flexible to variances
- Records on schedule the times tasks are completed
- Cleans, dusts and mops entire facility
- Takes ownership of areas of responsibility
- Responsible for cleaning up areas worked in and equipment used
- Attends department meetings as scheduled
- Other duties as assigned

### **Club-Specific Duties and Responsibilities**

- Manager may earn access to view and manage Maintenance staff's payroll hours.
- Manager will be responsible for managing the Maintenance staff schedule on a bi-weekly basis.
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### **Required Certifications & Attendance**

- Maintain current American Red Cross certification in adult/child/infant CPR/AED, including annual refresher course
- Maintain current Certified Pool/spa Operator CPO certification if applicable
- Attend All-Call meetings, Department Head meetings, and one-on-one meetings

### **Recommended Knowledge, Skills and Abilities**

- Creative and inventive in developing ways to make job more efficient
- Must be able to work independently
- Leadership experience
- Highly motivated and congenial
- Excellent communication and interpersonal skills
- Organizational skills
- Strong attention to detail
- Ability to multi-task
- An understanding of health club operations
- Team player, willing to help other departments as needed
- Able to work days, evenings, and weekends as necessary

## **HOURS, BENEFITS & POLICIES**

### **Hours**

The Maintenance Director position is a full or part-time, non-exempt position.

As a non-exempt employee, the Maintenance Director shall not exceed 40 hours per week without prior written permission from the General Manager.

### **Benefits**

Insurance, 401(k), Membership, Discounts, and Leave benefits apply, as defined in the CAC Employee Benefits Schedule.

**Policies**

The Maintenance Director position is governed by the policies and values contained in the California Athletic Clubs Employee Handbook.

**AGREEMENT**

I have read the job description for the position of **Maintenance Director** and I agree that I can fulfill the duties outlined herein and understand that I will be rated on the responsibilities and expectations of this job description. I further agree that I will adhere to the behaviors in the CAC Values Blueprint. I further agree that CAC is an "At Will" employer. My employment and compensation are terminable at will, are for no definite period, and my employment and compensation may be terminated by CAC (employer) at any time and for any reason whatsoever, with or without good cause at the option of either CAC or myself. No implied, oral or written agreements contrary to the express language of this agreement are valid unless they are in writing and signed by the President of the Company. This agreement takes the place of all prior and contemporaneous agreements, representations, and understandings between me and CAC.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date