



Austin Preparatory School Athletic Facilities Specialist

The Athletic Facilities Specialist reports to the Director of Facilities. The Athletic Facilities Specialist is responsible to maintain the athletic facilities, buildings, grounds, and equipment in top operating condition at all times. The Athletic Facilities Specialist will perform regular preventative maintenance and seasonal facilities preparation and assist in the oversight and guidance of facilities staff and contracted services to maintain optimal facilities performance and availability. The Athletic Facilities Specialist supports the Facilities team with events and other facilities management needs as directed by the Director of Facilities.

Skills and Experience Requirements:

1. Must have a solid general knowledge of the use and operation of sports facilities and equipment.
2. Must have an ability to work individually and also with a team of individuals including Facilities and Athletics.
3. Must have an ability to communicate clearly in coordinating the needs of both the Athletic and Facilities departments as related to maintaining buildings, grounds and equipment and coordinating closely with the Director of Facilities and needs and expense planning related to the position.

Job Responsibilities:

Responsibilities include but may not be limited to the following:

1. General housekeeping, supply and cleanliness of campus athletic facilities. These include all athletic competition fields, courts, locker rooms, fitness center and bathrooms.
2. Coordinate the daily, weekly and seasonal preparation, maintenance and storage of all athletic facilities, equipment and grounds.

3. Maintain the cleanliness and readiness of the School's vans or buses.
4. Work closely with the Director of Facilities and in communication with the Director of Athletics to assure the resources needed to meet the expected use of athletics and general
5. Provide direction and support to the facilities staff as needed in executing the responsibilities of the position as well as to develop the capabilities of the Facilities Staff.
6. Assist the Director of Facilities and Director of Athletics in identifying areas of the campus buildings, grounds and equipment that require maintenance and repair. Perform or identify necessary preventative maintenance and housekeeping to mitigate risks and minimize downtime.
7. Assist in the coverage of events on campus including weekends and after hours events as needed to assure the optimal condition, safety and security of campus.
8. Support the Athletic Department by maintaining the campus athletic fields and facilities including preparation for sports practices, competitions, and rentals.
9. Work with outside vendors to provide routine athletic fields and facility maintenance as well as common grounds and facilities maintenance.
10. Be available for on-call emergency or off-hours coverage.
11. Routine participate in professional development toward implementing best practices.
12. To perform other duties as assigned by the Head of School or his designee
13. To support the school and its leadership in advancing the mission of Austin Prep.

Submit resume, cover letter and three references to the following
athleticfacilitiespec@austinprep.org