

Nipissing University
POSITION DESCRIPTION

JOB TITLE: Athletics Facility & Equipment Technician

DEPARTMENT: Athletics

CLASSIFICATION: Technician B

WAGE GRADE: WG 40

EMPLOYMENT DEFINITION (STATUS): Full-time Support

SUPERVISOR (POSITION TITLE): Director, Athletics

DATE CREATED: October 2025

SUMMARY OF FUNCTIONS:

The Athletics Facility & Equipment Technician is a key operational role within Nipissing University Athletics Department, responsible for coordinating the setup, maintenance, and repair of sport and fitness equipment, supporting facility logistics, and assisting with event operations across academic, varsity, intramural, and external programming.

Working collaboratively with University Facilities, Security, Athletics staff, and student staff, the Athletics Facility & Equipment Technician ensures that all athletic spaces are functional, presentable, and compliant with health and safety standards. The role includes oversight of equipment storage and handling, facility key tracking, and coordination of automated access systems. It also serves as the primary liaison with Facilities and Campus Sales & Services for external events, ensuring seamless communication and execution of logistics.

The Athletics Facility & Equipment Technician plays a proactive role in identifying and resolving operational issues, maintaining accurate records, and contributing to long-term planning for facility and equipment upgrades. This position requires strong organizational skills, attention to detail, and the ability to work flexible hours in a dynamic, public-facing environment.

The hours of work may rotate and be flexible depending on the needs of the department. The Athletics Facility & Equipment Technician will be notified in advance of any changes to the regularly scheduled shifts as outlined in Article 22.02 of the collective agreement.

DUTIES AND RESPONSIBILITIES:

Facility Coordination

(30%)

- Conduct regular inspections of athletic facilities including gymnasiums, weight rooms, cardio rooms, and outdoor fields to identify maintenance needs or safety concerns
- Liaise with external contractors for specialized equipment servicing and repairs
- Track and manage all facility keys, including submitting key requests to Facilities, maintaining records of communal key distribution, and ensuring secure storage and access
- Coordinate facility access schedules with University Security and Facilities to ensure proper automatic unlocking and locking of doors based on programming and operational needs
- Monitor the overall presentation of athletic spaces, ensuring areas are tidy, organized, and items are stored away properly
- Respond to facility-related issues promptly and communicate updates to relevant individuals, teams, and departments

- Cleaning of equipment during regular use and at prescribed frequency

Equipment Monitoring

(35%)

- Maintain an accurate inventory of all athletic and fitness equipment, including cardio machines, weights, and sport-specific equipment
- Perform routine checks and minor repairs on equipment to ensure functionality and safety
- Coordinate the setup and teardown of equipment for academic classes, varsity games, intramural sports, and external rentals
- Source and order replacement parts and supplies in consultation with the Director, ensuring cost-effective and timely procurement
- Develop and implement systems for equipment tracking, storage, and lifecycle management
- Monitor the equipment storage room, ensuring it is organized, secure, and accessible to authorized users
- Ensure safe handling and storage practices are followed to prevent injury and equipment damage
- Maintain detailed records of service requests, work orders, and contractor visits for program equipment

Event Logistics

(20%)

- Collaborate with Athletics staff and University Facilities to plan and execute facility setups for events and bookings
- Prepare spaces for a wide range of activities including varsity competitions, academic programs, and community rentals
- Ensure all equipment is in place and functioning prior to event start times
- Support post-event teardown and reset of spaces for next use.
- Serve as the primary liaison with University Facilities for all external events, ensuring clear communication, timely coordination, and resolution of logistical needs
- Maintain open communication with stakeholders to ensure expectations are met and issues are resolved efficiently

Clerical Support

(10%)

- Oversee facility bookings to ensure accuracy and avoid double-bookings across all athletic spaces
- Maintain organized documentation related to equipment inventory, maintenance schedules, service contracts, and event logistics
- Assist with budget tracking for equipment purchases, repairs, and facility upgrades
- Prepare reports and recommendations for equipment replacement and facility improvements
- Support equipment procurement processes by gathering quotes and coordinating with vendors
- Contribute to departmental planning and operational reviews by providing data and insights from facility and equipment operations
- Provide front desk coverage as needed, including assisting with customer service inquiries, monitoring facility access, and supporting day-to-day operations during peak times or staff absences

Health & Safety Oversight

(5%)

- Conduct regular checks to ensure safety equipment is functional, accessible, and compliant with university and provincial standards
- Ensure all equipment and facility operations comply with health and safety regulations
- Promote a culture of safety and awareness among Athletics staff and facility users

QUALIFICATIONS:

Education: College diploma in Recreation, Sport Management, Facility Operations, or a related field.

Training, Experience, Knowledge & Skills Required:

- Minimum 2 years of experience in athletic facility or equipment coordination
- Experience working collaboratively with students and staff in a public-facing environment
- Strong organizational and communication skills
- Proficiency in Microsoft suite products
- Ability to work flexible hours including evenings and weekends
- Valid First Aid/CPR/AED certification

RELATIONSHIPS/CONTACTS:

Supervised by: Director, Athletics

Internal: Staff: students, faculty

External Staff:

- Contractors,
- Equipment suppliers
- Community user groups

MATERIALS UTILIZED:

- Athletic and fitness equipment (e.g., weights, cardio machines, sport-specific gear)
- Facility tools and supplies (e.g., storage racks, carts, basic hand tools)
- Emergency equipment (e.g., AEDs, first aid kits, safety signage)
- Office equipment (e.g., computer, printer, phone, maintenance tracking software)
- Inventory and booking systems
- Safety and cleaning supplies (used indirectly through coordination with Facilities)

PHYSICAL / MENTAL DEMANDS & WORKING CONDITIONS:

- Regular physical activity including walking, lifting, bending, and moving equipment
- Frequent setup and teardown of athletic equipment for events and programming
- Occasional lifting of moderately heavy items (e.g., weights, storage bins)
- Standing and moving for extended periods during event preparation and facility inspections
- Requires occasional attention to detail and spatial awareness when organizing storage areas and ensuring safe setups
- Work is performed in both indoor and outdoor environments with some exposure to varying temperatures (e.g., gymnasiums, fields, storage rooms)
- Flexible schedule required to support the occasional evening and weekend events

I have read my position description and it has been reviewed with my supervisor. I understand what my duties and functions are, and I will carry out all of my responsibilities as herein described.

Employee Name (please print)

Employee Signature

Date

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Approvals

Supervisor

Date

Human Resources

Date