



Job Description

Position Title:	Facility Maintenance Manager
Operating Unit:	Tennis
Direct Report:	Director of Business Operations
Exempt Status/Class:	Exempt
Status:	Full-Time

Basic Functions

Reporting directly to the Director of Business Operations, the Facility Maintenance Manager oversees all functions related to the maintenance and upkeep of our facility. They work to ensure efficiency and perform general repairs and maintenance in all aspects of the facility including but not limited to cleaning of indoor and outdoor tennis courts, being aware of AC/Heating functions, building and maintenance systems and structures, and all other aspects of maintenance. Plan, manage and perform all administrative and clerical tasks necessary for the operation of our maintenance department at Leftwich Tennis Center.

Major Job Responsibilities

- Oversee general facility maintenance operations inside and outside of Tennis Center
- Identifies repair and maintenance projects requiring the assistance of contractors or vendors
- Daily set up of indoor and/or outdoor coolers
- Develop and manage day to day facility maintenance schedule of part-time staff
- Schedule events set up and take down for chairs, tables, tents, coolers, etc.
- Teach and cultivate the Tennis Memphis core values

Qualification Requirements

- Minimum of 5 years of experience required with facility maintenance success
- Proven success in facility maintenance, capital projects, world class look to structures
- Excellent written and verbal communication skills

Customer Experience Statement

Our number one goal is to provide outstanding customer experiences. Every Tennis Memphis employee is expected to be a good listener, knowledgeable, friendly, professional, helpful, and willing to go the extra mile.

Physical Requirements

Repetitive keyboard activity and sitting at computer; standing and moving on court for extended periods of time, might be possible. Office is located in the Leftwich Tennis Center. Regular communication and contact with employees, players, and others.



Essential Functions

1. Sweep indoor courts with court sweep when needed
2. Pressure Wash outdoor walkways when needed
3. Sweep indoor walkways on first and second floors when needed
4. Keep exterior windows clean
5. Empty, clean, refill water coolers for all courts each evening/morning for play
6. Be sure facility AC/Heat working efficiently and if not, be in communication to get fixed when needed
7. Identifies repair and maintenance projects requiring the assistance of contractors or vendors
8. Maintains a broad working knowledge of materials, systems and code requirements related to maintenance of facilities
9. Maintains appropriate records and reports
10. Set up and take down for events- includes but not limited to chairs, tables, linens, and other items as needed
11. The ability to perform tasks under occasional stress while maintaining a pleasing image to patrons and employees.
12. The ability to independently resolve issues and achieve operational goals and objectives.
13. Highly organized and maintains a high level of professionalism at all times.
14. Perform all other duties as assigned.