

CAREER OPPORTUNITY ANNOUNCEMENT

FACILITIES COORDINATOR

BAY AREA



Founded in 2017, El Cap is one of the largest operators of indoor climbing facilities with 11 gyms in 5 states under the brand names of either Earth Treks or Planet Granite. El Cap is committed to growing the climbing community through a shared vision for outstanding customer service, inspirational designs, and highly engaged communities. El Cap gyms feature bouldering, top-roping and lead climbing, as well as amenities like yoga studios, functional fitness and cardio zones and retail pro shops. Each facility caters to participants of all abilities – from competitive athletes to weekend adventurers and families. Presently, El Cap is represented in greater Washington D.C., San Francisco, Denver and Portland. We are looking to build an extraordinary team to enable our continued growth and strive to hire individuals who are aligned with our core values of passion, integrity, respect, partnership and inclusion.

JOB SUMMARY

The Facilities team is responsible for the maintenance and work services of our gyms to ensure they meet the needs of EL Cap and its employees. The Facilities Coordinator is responsible for ensuring the scheduling and completion of all maintenance and repairs in our gyms and performing general climbing wall and padding maintenance. Periodically small remodels and facilities updates will be performed or coordinated by the Facilities Coordinator and they may be called upon to support larger projects at our northern gyms. The Facilities Coordinator reports to the Bay Area Gym Directors and Lead Facilities Coordinator.

JOB RESPONSIBILITIES

- Meets weekly with Gym Directors to understand current needs and priorities of the gym and ensures all deadlines are met.
- Performs general climbing wall, climbing flooring maintenance and general facility maintenance.
- Maintains equipment and supplies to meet health and safety standards.
- Coordinates monthly and annual maintenance calendar, facilities requests from gyms, preparing schedule, timeline, costs and staffing needs proposal, then executing on said proposal when approved.
- Works with Gym Directors to develop climbing wall and flooring maintenance procedures and ensures implementation.
- Manages relationships with contractors and service providers.
- Keeps climbing wall maintenance and safety logs and report on daily activities.
- Monitors equipment inventory and places orders when necessary, seeking budget approval from the Regional VP.
- Performs manual repairs and conducts (or coordinates) general up keep, light carpentry, foam padding repairs and replacement, etc.
- Responds to and addresses urgent maintenance calls.
- Maintains info log and contact info for each gym on frequent repair service providers such as HVAC, Fire & Alarm Company, etc.

QUALIFICATIONS

- Demonstrated excellence in customer service and communications skills.

- Solid computer skills (web-based applications, Word, Excel, POS applications).
- Working knowledge of facilities machines and equipment, tools and devices.
- Excellent communication and interpersonal skills. Excellent problem-solving skills.
- Ability to project manage, budget, and report on activity.
- Strong attention to detail and a passion for organization and cleanliness.
- Physically capable of moving equipment weighing up to 50 pounds.
- Aptitude for learning the basic functions and maintenance requirements of all fitness machines and equipment.
- Capable of responding at short notice and after hours if required.
- Comfortable working at heights on rope.
- Flexible schedule: works Monday – Friday, but can flex to work nights, evenings and weekends if work is needed to be done during non-business/busy hours.
- Ability to regularly travel between regional gym locations as well as occasionally travel to other regions

ADDITIONAL INFORMATION

If the position is the first being held at a soon to be opened gym the roll will be full time starting roughly 8 weeks prior to opening. Soon after opening the position will revert to part time with options to work in other capacities with in the gym. It is a traveling position with consistent schedule and presence in all gyms within the region, Primarily centered in San Francisco and Belmont communicating schedule and changes to all relevant parties such as Gym Directors and Regional Vice President.

El Cap is an Equal Opportunity Employer encouraging diversity in the workplace. All qualified applicants will receive consideration for employment without regard to race, national origin, gender, age, religion, disability, sexual orientation, veteran status or marital status.

TO BE CONSIDERED

Please email a resume, cover letter and application to:

James Scheh

James.scheh@el-cap.com

MISSION

To create community, share passion and inspire philanthropy.

VALUES

Innovation, Partnership, Passion, Integrity, Inclusion