

**I. Position**

Tennis Maintenance Person (10.3)

**II. Related Titles**

None

**III. Essential Functions**

Maintain daily maintenance of courts and areas adjacent to courts; maintain and repair tennis maintenance machines and equipment.

**IV. Additional Responsibilities**

1. Waters, rolls, drags surface, and sweeps lines of clay courts
2. Blows debris and dust from surface of hard courts
3. Builds up low spots, shaves high spots, dusts, (plugs feathers material) on all clay courts
4. Keeps court tapes, nets, fences and gates in good condition
5. Applies calcium chloride on clay courts
6. Blows sidewalks; empties trash from court and facility receptacles
7. Maintains court coolers, ice chest, and tennis shoe cleaners
8. Cleans shop windows
9. Blows and cleans terrace areas. Puts chairs in neat order and empties ashtrays
10. Replenishes supplies such as ice, towels, and cups
11. Trims grass at court edges, and prevents weed growth at court edges
12. Cleans court drainage gutters, drains, and catch basins; installs, takes down, and repairs court wind screens
13. Keeps desk personnel informed as to court conditions
14. Performs any additional tasks needed to keep tennis courts and surrounding areas in good order
15. Tunes, changes oil, greases, and fuels maintenance machines and equipment
16. Repairs machines and replaces defective or worn parts of all maintenance machines
17. Arranges for any special machine maintenance or repair that requires outside resources
18. Orders and picks up maintenance machine parts and fuel
19. Delivers machines to repair shops for overhauls and picks up machines when ready
20. Orders and picks up facility supplies such as ice, towels, and cups

**V. Reports to**

Tennis Professional

**VI. Supervises**

No supervisory duties included in this position