



JULY 2009
FLSA: NON-EXEMPT

ATHLETIC FACILITIES & EQUIPMENT TECHNICIAN

DEFINITION

Under general supervision, maintains and stores athletic and physical education equipment; maintains physical education and athletics facilities in a clean and sanitary condition; maintains inventory and other routine matters pertaining to each area; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Athletic Director. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This classification is responsible for the inventory and maintenance of athletic equipment, supplies, and facilities. Typical duties include maintaining athletic equipment inventory, event set-up, requesting maintenance services for athletic facilities, preparing clothing, equipment, and supplies for competitive games, and clean-up after events and practices. This class is distinguished from the Certified Athletic Trainer in that the latter plans, coordinates, and implements programs for the care, treatment, rehabilitation, and prevention of physical injuries of students engaged in college sport programs.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Prepares playing fields and courts for physical education classes, competitions, practices and special events, tournaments, playoffs and competitions; prepares courts and fields and assures safe conditions of playing areas; schedules for, or personally cleans and prepares bleachers and picks up trash.
- Prepares and marks ball diamonds and lines; waters infields; chalks and prepares football and soccer fields, paints lines and sets up goals and nets; prepares down markers, clock, flags, and other materials needed for games.
- Prepares basketball and volleyball nets, chairs and tables; blows off tennis courts and adjust nets; blows off running track; prepares starting blocks and jumping pits; prepares swimming pool for competition and physical education classes.
- Maintains athletic and physical education equipment, supplies, and uniforms in good repair and in a sanitary condition; arranges for equipment to be cleaned and reconditioned; completes work orders for needed maintenance and repairs.
- Cleans restrooms; mops and dusts gymnasiums; cleans field house showers, restrooms, and locker rooms; cleans weight rooms; places blocking sleds and other equipment in appropriate location; assigns work detail to non-participating physical education students.
- Issues, collects, and repairs uniforms, equipment and supplies for physical education class, practice and competitive use; maintains records of equipment issued to individuals; sets out uniforms prior to games; properly fits uniforms and equipment; repairs helmets and shoulder pads.

- Receives, cleans, repairs, mends, and stores clothing for subsequent use; sorts and processes clothing for cleaning; launders washable items; inspects clothing and equipment for damage and notes lost or missing items.
- Prepares clothing, equipment, medical and first aid kits, and supplies for competitive games; assists in packing and loading equipment for trips and controls equipment use at athletic events; travels with teams to athletic events as required.
- Issues lockers and towels; sorts, washes, dries, and stores towels and clothing; communicates to students regarding proper care of clothing and equipment and use of locker facilities.
- Performs a variety of cleaning duties including sweeping and hosing decks, emptying trash, cleaning drains and gutters and assuring security of pool facility.
- Orders related supplies, chemicals and parts; stores, supplies, and maintains proper inventory and related records.
- Operates a variety of equipment including a truck, paint and chalk line marker, washer and dryer, electric cart, power blower, and a variety of power and hand tools.
- Administers first aid for minor injuries.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of maintaining athletic facilities and equipment in a clean and sanitary condition.
- Materials, supplies, uniforms, and equipment used in team and individual sports.
- Methods and techniques to properly launder, repair, and recondition equipment and uniforms.
- Methods of appropriately fitting various athletic uniforms and equipment to provide comfortable fit and adequate protection.
- Basic methods and techniques for setting up athletic equipment.
- Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, arithmetic, and computer applications related to the work.
- Basic first aid methods and techniques.
- Safe work practices, including safe driving rules and practices.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, various socio-economic and ethnic groups.

Ability to:

- Maintain inventory and other routine records.
- Mend and repair athletic clothing and repair equipment used in sports activities.
- Evaluate each athlete's uniform and protective equipment needs.
- Properly fit uniforms and/or equipment to assure adequate protection and comfort.
- Operate a variety of tools and equipment related to an athletic and locker room environment.
- Estimate and order required supplies and equipment.
- Learn, apply, and explain applicable District policies, rules, and regulations related to areas of responsibility.
- Perform basic first aid.
- Operate modern office equipment, including computer equipment and software programs.
- Make accurate arithmetic calculations.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.

- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade supplemented by college-level courses in physical education, and three (3) years of experience in a physical education or athletic environment with emphasis on maintaining athletic facilities and equipment.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and athletic facility setting and use standard office and athletic equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must possess the physical stamina to arrange facilities and fields for events and/or practices. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate the equipment mentioned above. Positions in this classification frequently bend, stoop, kneel, reach, climb, and walk on uneven surfaces to prepare athletic fields and equipment and to participate in athletic activities; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects, typically weighing 50 pounds, and occasionally up to 90 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in typical office as well as outdoor environments and are occasionally exposed to loud noise levels, cold and/or hot temperatures, vibration, confining workspace, chemicals, mechanical and/or electrical hazards. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work a varied schedule of hours, which may include early mornings, evenings, weekends, and holidays, at a variety of District facilities.