



ATHLETIC EQUIPMENT COORDINATOR

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Technical/Paraprofessional	PEU Local 1	56	07/01/2017	Classified	1 of 2

DEFINITION

To perform technical or responsible work involved in the coordination of athletic equipment and facilities; to maintain, test, calibrate, and/or perform preventative maintenance on athletic equipment; to manage the operations of physical education facilities; and to coordinate the community service functions and events held at the colleges’ physical education facilities.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- Provides training and direction to student assistants or other assigned staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Coordinates and supervises access to athletic facilities for students, staff, public groups and others.
- Receives, inspects, cleans, stores, and repairs athletic equipment and uniforms; requests replacements and requisitions repairs as necessary.
- Prepares and/or supervises the preparation of equipment/facilities for athletic events/lessons; performs clean-up after sessions.
- Selects, trains, supervises and evaluates student assistants.
- Ensures safety and maintains general cleanliness in assigned areas.
- Measures and lines athletic fields in preparation for athletic events.
- Prepares purchase orders for equipment and supplies; makes recommendations for major expenditures; estimates costs for purchases and facility usage; may coordinate purchase process with vendors.
- Performs general clerical work, such as typing, filing, and maintaining records.
- Designs and maintains inventory control systems and orders tools and supplies.
- Implements and maintains departmental health and safety policies and procedures to comply with District, federal, state and local health and safety and hazardous materials regulations.
- Assigns or oversees the assignment of lockers and maintains appropriate records; directs the cleaning and maintenance of lockers at periodic intervals to ensure safe operation.
- Schedules staff for community service and athletic events; performs facilities setup and directs the break-down and clean-up of athletic and related equipment.
- May transport students to events away from the college campus in an appropriate van or bus.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Safe work practices, and safe operation and maintenance of athletic equipment.



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- Policies, procedures and processes regarding physical education facilities and systems.
- Equipment, materials and supplies used by the Physical Education Department.
- Methods and procedures of inventory control.
- Basic mathematical principles.
- Principles and practices of supervision and training.

Skill/Ability to:

- Work independently with minimal supervision; manage own time and priorities to meet established deadlines.
- Use, repair and maintain athletic equipment.
- Select, train, supervise and evaluate student assistants and/or tutors.
- Record and maintain proper documentation of purchases and inventory levels.
- Exercise sound judgment in purchasing and identifying purchasing needs.
- Communicate effectively, both orally and in writing.
- Read and understand equipment manuals.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Perform heavy physical labor, including lifting and moving items weighing up to 50 pounds.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

EXPERIENCE AND TRAINING

- Three (3) years of experience in the maintenance and operation of an athletic facility with some experience monitoring daily work in an athletic department.

EDUCATION/LICENSE OR CERTIFICATE

- Possession of a high school diploma/GED or the equivalent.
- Possession of, or ability to obtain, a valid California driver’s license.

Adopted: 07/01/17