

PALOMAR COMMUNITY COLLEGE DISTRICT

ATHLETIC EQUIPMENT ASSISTANT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To store, repair, maintain and issue athletic and physical education equipment and supplies; to set up equipment for athletic events and physical education classes; to train, direct and coordinate the work of student assistants; and to perform a variety of tasks related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the Manager Athletic Equipment.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Receive, mark, store, issue, check and inventory physical education and athletic equipment and supplies; repair athletic equipment as needed.
2. Set up equipment and attend assigned athletic events including but not limited to soccer, volleyball, basketball, football, baseball and softball games; prepare and spray lines on playing fields as required.
3. Set up equipment for physical education classes.
4. Issue locks, lockers and combinations for athletes and physical education students; maintain log of locker assignments.
5. Launder uniforms and towels used in physical education and athletics; preserve, clean and disinfect equipment and supplies.
6. Take inventory of all equipment periodically and prepare required reports; order appropriate equipment periodically.
7. Direct and train student assistants to perform the more routine duties in the equipment room.

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8. Maintain catalogue of sports uniforms and equipment.
9. Maintain facilities used for storage of equipment; maintain safety regulations in the locker room area.

Marginal Functions:

1. Maintain accurate records and logs of equipment and supplies issued and received.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Equipment, materials and supplies used in college physical education classes and athletic programs.

Storage, inventory and minor equipment and uniform repair methods.

Custodial and equipment cleaning methods, materials and tools.

Basic principles of training and supervision.

Principles and procedures of record keeping.

Pertinent Federal, State and local codes, laws and regulations.

Ability to:

Maintain, issue and make repairs to physical education and athletic equipment.

Set up required equipment for assigned athletic events and physical education classes.

Preserve, clean and disinfect athletic equipment.

Train, supervise and coordinate the work of student assistants.

Maintain accurate records and files and prepare required reports.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

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

Experience:

One year of experience in equipment handling and record keeping in a sports program is desirable.

Training:

Equivalent to the completion of the twelfth grade.

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License or Certificate

Possession of, or ability to obtain, an appropriate, valid driver's license.

WORKING CONDITIONS

Environmental Conditions:

Indoor and outdoor environment; exposure to heat, cold, noise, dust, fumes, gases, inclement weather conditions; work with machines.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking or standing for prolonged periods of time; heavy, moderate or light lifting and carrying; repeated bending.