

## **PALOMAR COMMUNITY COLLEGE DISTRICT**

### **MANAGER, ATHLETIC EQUIPMENT**

*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 supervise the operations and functions of the equipment room; to supervise and coordinate the maintenance and repair of athletic equipment; to coordinate athletic equipment requests at all sporting events including the setting up and tearing down of equipment and maintaining facilities; and to perform a variety of tasks relative to assigned area of responsibility.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Director of Athletics.

#### **ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**

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

##### **Essential Functions:**

1. Supervise the operations and functions of the equipment room; coordinate maintenance and repair schedules for athletic and physical education equipment and supplies; ensure adherence to proper safety precautions.
2. Respond to equipment requests from coaches and instructors; provide appropriate equipment for coaches and instructors in individual sports.
3. Direct the set-up of physical education facilities and equipment for all physical education classes; direct and check for the safety of all athletic and physical education equipment and supplies.
4. Oversee and participate in the laundering of all uniforms and towels for all college sports.
5. Coordinate equipment supply inventory; maintain records and files of equipment and supplies; coordinate and recommend equipment purchases; meet and negotiate with vendors as required.
6. Inspect the security and safety of facilities during and after athletic events; lock up the facilities after events; oversee and account for all monies and tickets collected at athletic events.
7. Check out and collect lockers and equipment; coordinate set-up, adjustment and storage of athletic equipment; inspect equipment and materials for proper condition upon return; make minor repairs as needed.

**PALOMAR COMMUNITY COLLEGE DISTRICT**  
**Manager, Athletic Equipment (*Continued*)**

8. Monitor the budget for instructional supplies and equipment for physical education and athletics; monitor and work with trust funds accounts and purchases.
9. Travel to athletic events and transport necessary equipment; perform equipment repairs as required.
10. Develop and maintain records of all equipment, lockers and uniforms issued to student athletes.
11. Paint and chalk athletic fields as needed for events including but not limited to football, baseball, softball and soccer.

**Marginal Functions:**

1. Work with students to resolve equipment and locker room facility related problems.
2. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

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

Techniques and procedures used in the repair and maintenance of athletic equipment.

Methods and techniques of purchasing athletic equipment, supplies and materials.

Methods and techniques of equipment inventory and storage.

Set-up procedures and equipment necessary for various sports competitions.

Techniques and procedures of cleaning and laundering uniforms.

Principles and procedures of record keeping.

Modern office procedures, methods and equipment including computers.

Basic mathematical principles.

Occupational hazards and standard safety practices.

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

**Ability to:**

Repair and maintain athletic equipment.

Set-up athletic equipment and facilities for all college sports.

Maintain a variety of accurate records and files.

Maintain facility security.

Assist in budget procedures.

Work flexible hours including evenings and weekends as required.

Operate office equipment including computers and supporting word processing applications.

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.

**PALOMAR COMMUNITY COLLEGE DISTRICT**  
**Manager, Athletic Equipment (*Continued*)**

**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:**

Two years of increasingly responsible experience in athletic equipment maintenance and repair.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by additional training in sports, physical education or a related field.

**License or Certificate**

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

**WORKING CONDITIONS**

**Environmental Conditions:**

Indoor and outdoor environment; travel from site to site; exposure to computer screens, moving objects/vehicles; work with athletic equipment and machinery.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; heavy, moderate or light lifting and carrying; pushing, reaching, bending, climbing; operating motorized equipment and vehicles.