



Classification Title: Athletic Equipment Specialist

Department:	Athletics	EEO6 Code:	7
Employee Group:	Classified	Salary Grade:	20
Supervision Received From:	Director, Athletics	Date of Origin:	9/2016
Supervision Given:	Direction and Guidance	Last Revision:	9/2016

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 by individual positions.

JOB SUMMARY.

Oversees the District's athletic uniforms, equipment, supplies and facilities; coordinates the ordering, issuing, repairing and maintenance of athletic equipment for assigned individuals and organized sports events and classes. Oversees the operations and functions of the athletic equipment room; coordinates the athletic equipment and apparel needs for all sporting events; maintains and repairs equipment.

DISTINGUISHING CHARACTERISTICS.

Athletic Equipment Specialist is distinguished from Athletic Equipment Assistant in that an incumbent in the former class is responsible for providing lead work guidance to the latter class and has a wider range of responsibilities involved in the care and maintenance of athletic equipment, apparel and facilities, requiring a more diverse skill set and knowledge base.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

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

1. Directs and oversees the activities in the athletic equipment room; oversees and participates in ordering, issuing and controlling athletic equipment and apparel; interacts with coaches in determining uniform and equipment needs; researches, prepares and requisitions a wide variety of equipment and uniforms; oversees the distribution of equipment, uniforms and supplies for a large number of classes, practices and competitive sporting events; collects equipment and uniforms and identifies damaged items; directs the inventory of equipment; prepares clothing, equipment and supplies for athletic events, packs and loads equipment for team trips and monitors equipment use at athletic events; travels with teams to athletic events and transports necessary equipment; issues locks and lockers to athletes and students and provides combinations.
2. Maintains athletic and physical education equipment, supplies and uniforms to ensure student safety and health; inspects clothing and equipment for damage; cleans, repairs and reconditions equipment; launders washable items; properly fits uniforms and equipment to ensure adequate protection and/or comfort for athletes; provides guidance to students regarding the proper care of clothing and equipment and use of athletic facilities.
3. Maintains order, safety and security of assigned athletic facilities; oversees student conduct in assigned areas; sets up equipment for athletic events; eliminates or reports sanitation and safety issues and hazards; administers basic first aid as needed.
4. Performs other administrative functions related to areas of responsibility; maintains complete and accurate inventory records; completes and files equipment, locker and uniform assignment data.

Marginal Functions:

1. Paints and chalks athletic facilities for practices and games.
2. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/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: Three years of progressively responsible experience in maintaining athletic facilities, uniforms, equipment and supplies in an organized setting of student athletes.

Education/Training: Equivalent to completion of the twelfth grade.

Licenses/Certificates:

1. Possession of, or ability to obtain, an appropriate, valid California driver's license by time of appointment.
2. A valid First Aid Certificate issued by an authorized agency.

Knowledge of:

1. Materials, supplies, uniforms and equipment used in team/individual sports and physical education classes.
2. Methods and techniques to properly launder, repair and recondition equipment and uniforms.
3. Methods of maintaining equipment rooms and physical education facilities in a clean and sanitary condition.
4. Methods of appropriately fitting various athletic uniforms and equipment to provide comfortable fit and adequate protection.
5. Basic methods and techniques for setting up, repairing and maintaining athletic equipment.
6. Basic first aid methods and techniques.
7. Health and safety regulations.
8. Basic recordkeeping techniques.
9. Requirements outlined in the National Operating Committee on Standards of Athletic Equipment (NOCSAE) and other pertinent laws and regulations.

Skill in:

1. Issuing and maintaining athletic and physical education equipment.
2. Maintaining athletic facilities in clean and sanitary conditions.
3. Understanding, explaining and applying policies, rules and regulations related to areas of responsibility.
4. Mending and repairing athletic clothing and repairing equipment used in sports activities.
5. Evaluating athletes' uniforms and protective equipment needs and properly fitting uniforms/equipment to ensure adequate protection and comfort.
6. Operating a variety of tools and equipment related to an athletic facility.
7. Performing minor maintenance and repairs as assigned.
8. Understanding and following oral and written instructions.

9. Performing basic first aid.
10. Communicating clearly and effectively, both orally and in writing.
11. Performing administrative practices and procedures, including recordkeeping and filing.
12. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
13. Establishing and maintaining effective working relationships with all those encountered in the course of work.

WORKING CONDITIONS.

Environmental Conditions: The employee works in athletic locker rooms and the equipment room where the noise level is usually moderately quiet; and is exposed to wet and/or humid conditions, fumes or airborne particles, and toxic or caustic chemicals.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to use hands to finger, handle, feel or operate objects, tools and reach with hands and arms; frequently walk, sit, climb or balance, stoop, kneel, crouch or crawl; lift and/or move up to 50 pounds and occasionally up to 100 pounds. Requires operation of District vehicles.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.