



**FACILITIES AND EQUIPMENT ASSISTANT**

**SALARY GRADE:** [C1-39](#)

**DEFINITION:**

Under the direction of an assigned supervisor, receive, issue, store, repair and set up equipment and materials used in an assigned department and various programs; maintain cleanliness and order of assigned facilities.

**EXAMPLE OF DUTIES AND RESPONSIBILITIES:**

Depending upon assignment, duties may include, but are not limited to, the following:

1. Receive, issue, store, repair and set up equipment and materials used in an assigned department and various programs including but not limited to athletics and automotive.
2. Issue locks and lockers to students; maintain records of issuance.
3. Set up and take down facilities and equipment as assigned, including preparing athletic venues for events by marking fields, putting up barriers, setting up benches, tables, chairs, score/sound equipment, etc.
4. Sort clothing for laundry and cleaners; inspect and store returned laundry.
5. Maintain equipment inventory; repair equipment as necessary to provide for safe use by students.
6. Recommend purchase of equipment and supplies.
7. Clean assigned areas as directed.
8. Open and close facilities according to established procedures.
9. Perform related duties as assigned.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

1. Use, maintenance, storage, and inventory methods of equipment and supplies used in assigned department and or programs.
2. Basic record-keeping techniques.
3. Basic cleaning techniques.

**Ability to:**

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Receive, issue, store and repair equipment used in assigned department and or programs.
3. Set up and take down equipment for various projects and activities.
4. Establish and maintain cooperative and effective working relationships with others.
5. Understand and follow oral and written directions.
6. Maintain routine records.

## **Education and Experience**

Any combination equivalent to:

1. High school diploma.
2. Two (2) years related experience.

## **WORKING CONDITIONS:**

### **Environment:**

1. Indoor and outdoor work environment.

### **Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate computer keyboard and set up various equipment.
3. Seeing to read various materials.
4. Standing for extended periods of time.
5. Reaching overhead, above the shoulders and horizontally.
6. Bending at the waist, kneeling or crouching.
7. Lifting, carrying, pushing or pulling heavy objects up to 75 lbs.

### **Hazards:**

1. Contact with cleaning chemicals.

Date Approved: March 1, 1999; Revised: October 18, 2012  
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