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## **COORDINATOR, FACILITIES AND EQUIPMENT**

### **DEFINITION**

Under general supervision, coordinates and participates in the scheduling, use, and maintenance of equipment and facilities for students, student-athletes, and rental groups in assigned department so that classes, competitions, and outside events operate safely and efficiently; maintains athletic facilities in a clean and sanitary condition; provides office support related to budget tracking and processing of various documents; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisor or manager. Provides technical and functional direction and training to Facilities and Equipment Assistants and student workers.

### **CLASS CHARACTERISTICS**

This is a coordinator classification responsible for coordinating athletic event schedules, providing office support to management staff, setting up athletic events and classes, and maintaining the athletic department's social media presence. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work products or services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This class is distinguished from the Athletic Trainer in that the latter plans, coordinates, and implements programs for the care, treatment, rehabilitation, and prevention of physical injuries of students engaged in athletic programs.

### **EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

- Acts as liaison to Coordinator, Campus Facilities to ensure facilities are not over-booked and that classes, athletics events (games and practices), and last-minute athletics schedule changes are on master calendar; oversees facilities during events.
- Assists with department budget tracking and reconciliation processes; researches and works with management to resolve budget questions and inconsistencies; monitors and tracks expenditures and revenues; processes requisitions, work orders, and invoices; files and maintains contracts; processes independent contractor agreement forms for referees and facilities vendors.
- Coordinates and participates in the preparation and maintenance of playing fields, courts, and related facilities in a clean, safe, and orderly condition for kinesiology classes, practices and special events, tournaments, playoffs, and competitions; provides regular inspection and ongoing maintenance of areas and equipment used by all activity classes; provides recommendations to appropriate administrator regarding equipment and facility modifications and repairs.
- Coordinates and participates in the set-up and tear-down of designated areas of assignment; prepares down markers, clocks, flags, nets, goals, and other materials needed for kinesiology classes, practices and special events, tournaments, playoffs, and competitions according to sports' specifications or instructor directions.
- Inspects and ensures cleanliness of facilities and overall maintenance of fields, gyms, classrooms, and other division support areas; coordinates tasks and oversees and provides work direction to the Facilities and Equipment Assistant.

- Conducts routine maintenance checks and re-fueling of vans for team travel when needed; issues keys and inspects returned vans after trips; ensures vans are regularly maintained by senior mechanic.
- Compiles and maintains athletic team rosters and season schedules; submits requests to marketing and web team regarding updates to the athletic website; maintains athletic social media accounts and posts announcements regarding upcoming athletic events and outcomes of recent events.
- Sorts clothing for laundry and cleaners; inspects and stores returned laundry.
- Learns and applies emerging technologies related to the area of assignment.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of preparing and maintaining athletic facilities and equipment in a clean, sanitary, and orderly condition.
- Materials, supplies, uniforms, and equipment used in team and individual sports.
- Methods and techniques to properly launder, repair, and recondition equipment and uniforms.
- Basic methods and techniques for setting up athletic equipment.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Record keeping principles and procedures.
- Basic arithmetic and bookkeeping.
- Methods of preparing and processing various records, reports, forms, and other documents specific to assigned program, department, or division.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

### **Ability to:**

- 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.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Maintain inventory and other routine records.
- Perform basic mending and repair of athletic clothing and equipment used in sports activities.
- Gather and compile department-specific information from a variety of sources.
- Operate a variety of tools and equipment related to an athletic and locker room environment.
- Set up and take down equipment for various projects and activities.
- Estimate and order required supplies and equipment.
- Learn, apply, and explain applicable District policies, rules, and regulations related to areas of responsibility.
- Make accurate mathematical computations.
- Establish and maintain a filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Prioritize and organize office-related tasks efficiently and effectively.

- Operate modern office equipment including computer equipment and software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to an associate degree from an accredited college and two (2) years of experience in an athletic environment or the fitness industry.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

**PHYSICAL DEMANDS**

Must possess mobility to work in an athletic facility and in a standard office setting and use standard office and athletic equipment, including a computer; to operate a motor vehicle and to visit various District and event sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must possess the physical stamina, strength, and mobility to perform medium to heavy physical work to arrange facilities and fields for events and/or practices. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate the equipment mentioned above. Positions in this classification frequently bend, stoop, kneel, reach, climb, and walk on uneven surfaces to prepare athletic fields and equipment and to participate in athletic activities; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects, typically weighing up to 50 pounds, and occasionally heavier weights with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

**ENVIRONMENTAL ELEMENTS**

Employees primarily in outdoor environments and are occasionally exposed to loud noise levels, cold and/or hot temperatures, dust, fumes, allergens, and hazardous/moving equipment and machinery.

**Salary Grade:** C1-43

**FLSA:** Non-Exempt

**EEO Code:** H-50

**Board Approved:** April 2021