



FACILITIES AND EQUIPMENT ASSISTANT

DEFINITION

Under general supervision, maintains, issues, inventories, launders, and stores athletic uniforms and equipment; maintains athletics facilities in a clean and sanitary condition; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Athletics Director or a Dean. Provides technical and functional direction and training to student workers.

CLASS CHARACTERISTICS

This is a journey-level classification responsible for the inventory and maintenance of athletic equipment, uniforms, supplies, and facilities. Typical duties include maintaining athletic equipment inventory, athletic event and class set-up, requesting maintenance services for athletic facilities, laundering, and preparing uniforms, equipment, and supplies for competitive games. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Facilities and Equipment Coordinator in that the latter has primary responsibility for coordinating 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.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

- Prepares and maintains playing fields, courts, and related facilities in a clean, safe, and orderly condition for kinesiology classes, practices and special events, tournaments, playoffs, and competitions; makes minor repairs to and performs minor maintenance on assigned facilities.
- Sets up and tears down 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; waters and marks the fields as needed; performs game clock duties as needed.
- Maintains athletic and kinesiology equipment, supplies, and uniforms in good repair and in a sanitary condition; arranges for equipment to be cleaned, reconditioned, and repaired; completes work orders for needed maintenance and repairs.
- Issues and collects uniforms, equipment, and supplies for kinesiology classes, practice, and competitive use; maintains records of equipment issued to individuals; sets out uniforms prior to games; properly fits uniforms and equipment; makes minor repairs to equipment as needed.
- Issues locks and lockers to students; maintains records of issuance.
- Receives and stores clothing for subsequent use; sorts and processes clothing for cleaning; inspects clothing and equipment for damage and notes lost or missing items.
- Assists in packing and loading equipment for trips and controls equipment use at athletic events; travels with teams to athletic events as required; launders uniforms for tournaments or when traveling with the team.

- Recommends purchase of equipment and supplies; orders and stores supplies and equipment as needed; maintains proper inventory and related records.
- 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.
- Methods of appropriately fitting various athletic uniforms and equipment to provide comfortable fit and adequate protection.
- 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.
- 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.
- Maintain inventory and other routine records.
- Perform basic mending and repair of athletic clothing and equipment used in sports activities.
- Evaluate each athlete's uniform and protective equipment needs.
- Properly fit uniforms and/or equipment to ensure adequate protection and comfort.
- 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 own work, set priorities, and meet critical time deadlines.
- 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 the completion of the twelfth (12th) grade and one (1) year of experience in an athletic environment with experience in maintaining athletic facilities and/or equipment.

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: C1-39

FLSA: Non-Exempt

EEO Code: H-50

Board Approved: April 2021