

ATHLETIC EQUIPMENT SPECIALIST I/II

DEFINITION

Under general supervision, coordinates and performs work to receive, issue, store, maintain and repair physical education and athletic team equipment and supplies; performs related duties as required or assigned.

CLASS CHARACTERISTICS

Athletic Equipment Specialist I is the entry level in this specialist series. Initially under supervision, the incumbent learns to order, organize, store, distribute and maintain a wide variety of equipment and supplies for the College Physical Education Program and sports teams. This class is alternately staffed with Athletic Equipment Specialist II and the incumbent may advance to the higher level class after gaining experience and demonstrating proficiency which meet the qualifications of the higher level class.

Athletic Equipment Specialist II is the experienced level in this class series, fully competent to independently oversee activities to ensure that both instructional program and sports teams participants are provided with adequate, safe and sanitary supply of equipment and supplies to implement maximum program participation and team support. Successful performance of the work requires both organizational and successful scheduling skills, but also technical skills in the maintenance and repair of such equipment.

EXAMPLES OF DUTIES (Illustrative Only)

- Confers with faculty, administration and team coaches to determine equipment and supply needs
- Orders athletic equipment and supplies for such sports as football, baseball, track, soccer, basketball, golf, etc., from established suppliers
- Receives shipments, checks them against packing lists and purchase orders, notes discrepancies and stores equipment in appropriate locations
- Issues team clothing, protective pads and guards, helmets and other uniform items to team members
- Issues towels, balls, bats, rackets and game equipment to program participants
- Issues lockers, maintains records of usage, and provides for security of belongings during use
- Maintains records of equipment, uniform and supply disbursement and follows-up as necessary to ensure their return
- Maintains a supply of first aid and related equipment for program and game usage
- Repairs and maintains equipment in a safe and usable condition
- Sorts and processes team clothing and towels for laundering
- Operates commercial laundry equipment
- Inventories equipment at appropriate times and notes deficiencies
- Sets up gymnasium and assists in preparing other facilities as requires
- May assist visiting teams as required
- Answers inquiries regarding the college athletic program
- Directs and assigns the work of student assistants
- Provides instruction in work procedures to student assistants
- Maintains accurate records and prepares reports related to the work
- Performs related duties as required or assigned

QUALIFICATIONS

NOTE: The level and scope of the knowledge and skills listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

- Equipment and supplies used in a variety of team and individual sports
- Techniques for dealing with individuals from various socio-economic and ethnic backgrounds
- Basic supervisory principles and practices
- Basic purchasing and inventory control practices
- Basic budgetary principles and practices
- Recordkeeping practices
- Business mathematics

Skill in:

- Interpreting, applying and explaining policies, rules and regulations
- Cleaning, maintaining and repairing various athletic clothing and equipment
- Maintaining an adequate supply of safe and usable equipment and supplies
- Exercising sound judgment within policy and procedural guidelines
- Directing and reviewing the work of others
- Providing work instruction to others
- Maintaining accurate records and files
- Understanding and following oral and written directions
- Establishing and maintaining effective working relationships with those contacted in the course of the work

Other Requirements:

- Must be willing to be exposed to cleaning products and other potentially hazardous substances
- Must be willing to work at athletic events and similar functions during off shift hours

Education and Experience:

A typical way of gaining the knowledge and skills outlined above is:

Athletic Equipment Specialist I: Equivalent to graduation from high school and one year of experience in ordering, selling, distributing or maintaining athletic equipment for and/or coaching or instructing a variety of teams and individual sports.

Athletic Equipment Specialist II: In addition to the above, one year of experience in ordering, maintaining and distributing athletic equipment and supplies at a level equivalent to the College's class of Athletic Equipment Specialist I.

Established: July 1, 1991