

## **ATHLETIC EQUIPMENT SPECIALIST**

### **BASIC FUNCTION**

Maintains, issues, inventories, launders, and stores athletic supplies, uniforms, and equipment; maintains athletics facilities in a clean and sanitary condition.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

### **CLASS CHARACTERISTICS**

This classification is responsible for independently performing technical duties in support of the inventory and maintenance of athletic equipment, uniforms, supplies, and facilities. Employees at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the department.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS**

1. Orders or recommends, receives, stores, and maintains inventories of equipment used in college athletic programs.
2. Contacts vendors to determine prices, availability, and quality of products; follows up with vendors on purchase requisitions and delivery dates.
3. Receives athletic equipment and supplies; matches received items with purchase requisition and packing slip; and works with the finance staff to resolve invoices.
4. Maintains a variety of records and reports; assists in inventory and in accounting and budget responsibilities.
5. Fits athletes with appropriate clothing and equipment; issues clothing and uniforms, towels, protective equipment, shoes, and other equipment; ensures that equipment issued to athletes is returned.
6. Launders, cleans, and inspects clothing, uniforms, and equipment for needed repairs; maintains and repairs equipment as needed.
7. Maintains equipment room and related facilities in a clean, orderly, and sanitary condition; oversees security of locker and equipment rooms.
8. Issues lockers to student athletes; assists with combination problems; changes locker combinations after completion of the season; sanitizes, cleans, and submits work orders to repair lockers.
9. Responds to inquiries and requests for information regarding athletic programs, locker room operations and procedures; assists in resolving complaints regarding equipment, uniforms, and lost items.
10. Travels with athletic teams as assigned; attends home athletic events; provides equipment items; and makes emergency repairs to equipment at athletic events as needed.
11. Remains current on developments and products in athletic equipment and supplies.
12. Trains and supervises student athletic equipment assistants.
13. Participates in District-provided in-service training programs.
14. Performs related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Equipment, uniforms, machinery, and supplies used in a college athletic program.
2. Methods and techniques of cleaning, maintaining, repairing, and storing athletic uniforms and supplies.
3. Methods and techniques to properly launder, repair, and recondition equipment and uniforms.
4. Methods of appropriately fitting various athletic uniforms and equipment to provide comfortable fit and adequate protection.
5. Principles and procedures of record keeping.
6. Health and safety regulations.

### **Ability to:**

1. Evaluate each athlete's uniform and protective equipment needs.
2. Properly fit uniforms and/or equipment to ensure adequate protection and comfort.
3. Operate a variety of tools and equipment related to an athletic and locker room environment, including washers, dryers, and sewing machines.
4. Apply and explain applicable District policies, rules, and regulations related to areas of responsibility.
5. Stock, receive, issue, maintain, and perform basic mending and repair of athletic clothing and equipment.
6. Maintain inventory and other routine records.
7. Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
8. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
9. Communicate effectively in the course of performing work tasks.
10. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
11. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
12. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

### **Education and Experience:**

Completion of the twelfth (12<sup>th</sup>) grade and two (2) years of experience in an athletic environment with emphasis on maintaining athletic equipment and facilities; or an equivalent combination of education, training, and/or experience.

### **Licenses and Certifications:**

A valid driver's license and proof of insurability may be required to drive a District or personal vehicle.

## **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; ability to read printed materials and a computer screen; and ability to communicate in person and over the telephone. Must possess the physical stamina, strength, and mobility to frequently perform medium to heavy physical work to arrange facilities and fields for events and/or

practices. Finger dexterity is frequently needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate the equipment mentioned above. Employees in this classification frequently bend, stoop, kneel, reach, climb, and walk on uneven surfaces to prepare athletic 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/or objects, typically weighing up to 50 pounds, and occasionally heavier weights with the use of proper equipment and/or assistance from staff.

The essential functions of this classification must be performed by incumbents with or without reasonable accommodations.

### **ENVIRONMENTAL CONDITIONS**

Employees primarily work in athletic facility environments and are occasionally exposed to loud noise levels, cold and/or hot temperatures, dust, fumes, allergens, and hazardous/moving equipment and machinery. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.