



Physical Education and Athletic Equipment Specialist

Classified Range: 26 TBD

Board Approved: 11/18/21 P. 115

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.

SUMMARY DESCRIPTION

Receives, issues, repairs, and maintains equipment and supplies used in the athletic and physical education programs; and prepares facilities for athletic competitions and physical education classes.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Receives, issues, and maintains athletic and physical education equipment; issues towels and locks; receives returned supplies and equipment and follows up on items not returned; notifies student of costs of lost items; places students on the Hold List for items not returned; maintains necessary records.
- ~~1-2.~~ Operate a computer to set up and maintain equipment inventories, receive and inventory merchandise from department purchase orders, and maintain records of locker assignment and lock combination; update, add and delete information as required; maintain data; design and work in spreadsheets.
- ~~2-3.~~ Issues specialty and protective gear for competitive sports such as shoes, helmets, and pads; checks for appropriate fit of such equipment.
- ~~3-4.~~ Washes towels and uniforms and returns to assigned lockers; sorts clothing for dry cleaning; packs clothing sport bags in preparation for athletic events.
- ~~4-5.~~ Maintains adequate stock levels of supplies and equipment; maintains inventory of equipment; receives and marks all equipment with college identification, and stores equipment in proper location; prepares annual inventory of equipment.
- ~~5-6.~~ Performs equipment repairs such as replacing straps on protective pads, painting hurdles, restringing badminton nets, and replacing tennis nets; applies protective treatments to preserve equipment.
- ~~6-7.~~ Packs and loads equipment and supplies needed for intercollegiate games away from the college; may accompany teams to away games.
- ~~7-8.~~ Prepares playing fields or areas for games by marking lines and/or setting up required equipment, such as starting blocks, baskets, hurdles, nets and port-a-pits; opens locker room for visiting teams as necessary.
- ~~8-9.~~ Maintains fitness center and weight room equipment, lockers, dressing areas, washrooms, and



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equipment storage rooms in a secure, clean, orderly, and sanitary condition.

9-10. Oversees the use of physical education and athletic equipment and supplies; ensures adherence to safe work practices and procedures.

10-11. Operates a variety of athletic and cleaning equipment, including an industrial washer and dryer, hand tools, vacuums, and blowers.

12. Accompanies athletic teams and travels to athletic events as assigned.

13. Attends inter-collegiate games throughout California as assigned; coordinates facilities and equipment arrangements related to assigned duties, provides athlete oversight, and exercises work direction over student and recreational employees.

11-14. Provide assistance to students, faculty, and staff; respond to inquiries and requests for information regarding athletic and physical education programs or events; assist in resolving complaints or problems; assists in scheduling transportation.

12-15. Maintains a variety of files, logs, and records related to equipment for assigned activities.

13-16. Greets visiting teams and athletic officials; directs them to designated areas before, during, and after athletic events.

14-17. May assist in the preparation of athletic and physical education planning and program review; recommends replacement of equipment and supplies; may contact equipment/supply sales representatives; may prepare requisitions to obtain necessary equipment and supplies.

15-18. Performs other duties related to the primary job duties.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

CORE COMPETENCIES:

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Fact Finding

- Obtaining facts and data pertaining to an issue or question
- Uses defined investigation and information search techniques

Adaptability



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- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Applies a mastery of knowledge and skill for performing across a wide range of technical or professional applications
- Possess recognized expertise outside of the organization**



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Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines

Education/Training:

Formal or informal education or training that ensures the ability to read and write at a level necessary for successful job performance.

Experience:

Six months of experience working with athletic equipment and supplies.

Desired Education/Experience:

Experience providing support in a physical education, athletic, or recreation program environment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in indoor and outdoor environments; travel from site to site; work with a variety of athletic equipment; exposure to noise, dust, unpleasant odors, and inclement weather conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces. Positions may be required to work irregular hours, including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in an indoor/outdoor environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; frequently push, pull, lift, and/or carry moderate to heavy amounts of weight up to 50 pounds; to occasionally push, pull, lift, and/or carry heavier amounts of weight with or without assistance; operate assigned equipment and vehicles; verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to perform set up



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for athletic events in a safe and effective manner; to identify and distinguish colors; and to operate and maintain assigned equipment.

Hearing: Hear in the normal audio range with or without correction.