

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Athletic Equipment Attendant

Unit: Maintenance & Operations

Page: 1 of 2
Job Code: E1276
Original Date: 08/1983
Last Revision: 05/2016
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 13

DEFINITION

Under the direction of an assigned manager or supervisor, maintain athletic equipment and supplies used in the competitive sports program and Physical Education/Exercise Science classes; issue, receive, store, inventory, and make minor repairs to supplies and equipment used in the physical education program to ensure all athletic areas are maintained in a clean, orderly, and safe condition.

EXAMPLE OF DUTIES

1. Issue, receive, store, and check athletic equipment for a variety of sports, such as football, baseball, track, basketball, cross country, softball, volleyball, tennis, swimming, soccer, water polo and badminton. Match purchase orders to invoices; inspect items for quality and condition; monitor changes in purchase orders; communicate with vendors to help resolve problems with equipment received.
2. Issue clothing, protective pads, shoes, balls, bats, racquets, and other game equipment; issue locks and lockers to students. Receive and deliver equipment and supplies; perform general repairs.
3. Sort clothing to launder; wash and dry game and practice uniforms.
4. Prepare clothing, equipment, supplies, and athletic facilities for competitive games on the home field and away; assist with packing and loading equipment for "away" games and events.
5. Maintain inventory of athletic equipment; review and analyze uniform and equipment inventory, adjusting numbers of items to reduce duplication; inspect clothing and equipment and make necessary repairs; repair other equipment as necessary, sending more difficult repairs to outside vendors.
6. Maintain and store clothing and equipment not in use; maintain records of lockers and locks.
7. Train and provide direction for student workers; maintain and submit time cards.
8. Assist students and instructors as necessary in the intercollegiate sports program.
9. Secure, maintain, and clean shower and locker room area on an emergency basis.
10. Participate in the requisitioning and receipt of athletic equipment used for instructional and co-curricular purposes. Participate in purchasing and repairs for Physical Education/Exercise Science equipment.
11. Maintain records and report repairs within the department for athletic equipment, weight room equipment, and locker rooms, including contacting outside services for repairs and pest control.
12. Operate a variety of equipment, including vans, carts, vacuum cleaner, washing machine, dryer, dolly, computer, and calculators.
13. Assist in the delivery and return of rental vehicles, service and maintenance of department vehicles, and cleaning and detailing of department vehicles.
14. Perform related duties as assigned.

DESIRABLE QUALIFICATION**Knowledge:**

Basic knowledge of shipping and receiving of equipment.
District purchasing and ordering processes and procedures.
English, grammar, spelling, and punctuation.
Equipment, materials, and supplies used in competitive sports, including football, baseball, basketball, tennis, track, swimming, soccer, water polo, badminton, cross country, softball and volleyball.
First aid and CPR.
Health and safety regulations.
Inventory and quality control.
Principles and practices of training and work direction.
Proper storage methods and inventory procedures for athletic equipment and clothes.
Record keeping techniques.

Skills and Abilities:

Analyze situations accurately and solve problem decisively.
Communicate effectively both orally and in writing.
Establish and maintain effective working relationships with others.
Estimate and order adequate intercollegiate and Physical Education/Exercise Science athletic equipment.
Maintain and perform minor repair to athletic equipment and clothing.
Assist with set-up of athletic facilities for intercollegiate events.
Make simple arithmetic calculations.
Operate a variety of equipment, including vans, carts, vacuum cleaner, computers, calculators, washing machine, dryer, and moving dolly.
Assist students in intercollegiate sports programs.
Assist with transportation and logistics for intercollegiate sports.
Train and provide work direction to others.
Understand and follow oral and written directions.
Work reliably under minimal direction.

License:

Valid California driver's license.

Training and Experience:

Any combination of training and experience equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

WORKING CONDITIONS**Physical Requirements:**

Category II; may be subject to standing for longer periods of time and heavy lifting.

Environment:

Moderate, may involve some exposure to less desirable elements.
May include less desirable extremes: locker room, storage areas, weight room, pool, athletic field environment; subject to possible hazards and fumes due to chemicals used in surrounding areas or falling of heavy objects.