



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

ATHLETIC EQUIPMENT MANAGER

A Classified Position

[Grade 21 – Salary Schedule 60](#)

A. General Statement

The Athletic Equipment Manager is responsible for setting up and maintaining distribution, storage and availability of College physical education and athletic equipment and supplies. Under general supervision, the employee orders, stocks, distributes, collects, repairs, cleans and maintains gymnasium, physical education, recreational and athletic equipment, uniforms and supplies. The employee is also responsible for the proper set up for home athletic contests for athletic teams, coaches, spectators, media personnel, game officials and others connected with athletic events. Public contact is extensive, primarily with students and staff for the purpose of exchanging procedural information. A moderate degree of independent judgment is required to resolve a variety of minor and occasional major problems that occur. Consequences of errors in judgment can be costly in employee time and equipment; however, supervisory controls and well-prescribed procedures limit the risk of serious errors. An Athletic Equipment Manager can lead the work of student assistants as assigned.

B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Exchanges information with students and staff regarding gymnasium facilities usage, maintenance, availability of equipment and supplies, safety and other usage procedures, sports events schedules and set ups
2. Confers with faculty regarding equipment, set up, cleaning and supplies required for various classes
3. Confers with outside groups and representatives concerning gymnasium facilities usage, schedules, and required set-up
4. Drives a motor vehicle to pick up and deliver equipment and supplies as assigned
5. Participates in the preparation and set up of facilities for athletic contests and events
6. Directs the work of others in the setup of facilities, supplies and equipment for athletic contests and events as assigned
7. Inspects athletic equipment and supplies for quality, quantity and condition
8. Researches vendors and makes recommendations for the purchase of new equipment and supplies;
9. Modifies equipment and supplies as needed
10. Demonstrates safe use of equipment and supplies

11. Schedules use of, issues, records, receives and stores a variety of athletic equipment used by classes and by individuals
12. maintains inventory of equipment and supply stock
13. Uses a variety of computer software to document use of, and maintenance schedules of equipment
14. Transports athletes in a passenger van or car as assigned
15. Drives a motor vehicle to deliver and pick up laundry, equipment and supplies
16. Cleans uniforms and equipment as required
17. Picks up, cleans and stores equipment and supplies
18. Performs spot cleaning and repairs in order to maintain an orderly gymnasium and locker room facility
19. Leads the work of student assistants as assigned
20. Performs other related duties as assigned

C. Requirements

1. Graduation from high school
2. Successful work experience in recreation, sports, or a related field that has included athletic equipment and supply maintenance
3. Demonstrated ability to communicate sensitivity, constructively and respectfully with people of diverse genders, cultures, language groups and abilities
4. Demonstrated skill in oral communication
5. Use of a computer to set up and maintain records
6. Skill in computer data entry, modification and retrieval
7. Experience with the use of a variety of computer software to compose and prepare correspondence, reports, and other printed materials
8. Possession of a valid California Driver's License or the ability to obtain one

OR

An equivalent combination of education and experience

D. Physical/Other Requirements

This classification requires visual acuity; data comparison; reaching, pulling, pushing, stooping and kneeling; standing for long periods; exposure to varying climates, dust and odors; patience, tact and sensitivity; oral communication, including giving clear and concise directions; driving a motor vehicle; manual dexterity; moving equipment, furniture and other objects of moderate to heavy weight; and good memory in order to perform the essential functions.

E. Knowledge, Skills & Abilities

1. Knowledge of the equipment and supplies, athletic field layouts and special event setups commonly related to school sports and athletics
2. Knowledge of safety procedures and techniques required for use of sport and athletic equipment
3. Skill in respectful, tactful and sensitive interaction with people who are diverse in their cultures, language groups and abilities
4. Skill in organizing, documenting and maintaining equipment and supply inventories
5. Skill in giving and following written and oral instructions
6. Skill in using computer software for record keeping
7. Ability to work effectively as part of a customer service team

(2/2015)