VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PHYSICAL EDUCATION / ATHLETIC EQUIPMENT MANAGER

BASIC FUNCTION:

Under the direction of the Athletic Director, maintain and control athletic and physical education equipment and supplies; issue, receive, store and repair equipment; assure equipment and facilities are prepared in a timely manner according to established procedures.

REPRESENTATIVE DUTIES:

Store, issue, receive, check, repair, purchase and maintain inventories for equipment used in athletic and P.E. department for college sports program; install, maintain and repair physical education fitness equipment. E

Assist with recommendations for the purchase of athletic uniforms and equipment; assist coaches in determining uniform and equipment needs; contact vendors to determine prices, availability and quality of products. E

Issue clothing, protective pads, shoes, balls, bats, rackets and other equipment; assure that equipment issued to athletes is returned; fit athletes with appropriate clothing and equipment. E

Assign and maintain towels, locks and lockers; sort, launder and store towels and clothing. E

Prepare athletic fields, gymnasium and related facilities for events; set up microphones and other communication devices, scoreboard, clocks, sideline markers and assure proper operation of equipment. E

Maintain a variety of records and reports; type and maintain rosters; place holds on grades and transcripts as required; communicate with coaches and athlete and provide information related to eligibility status and physicals; collect and deposit fees for equipment. E

Inspect, clean and repair clothing and equipment; maintain inventory and determine condition of athletic clothing and equipment. E

Maintain locker room and related facilities in a clean, orderly and sanitary condition; clean, maintain and repair fitness equipment; paint equipment as necessary. E

Operate and maintain audio/visual equipment; videotape athletic events and duplicate video as assigned. E

Travel with athletic teams as assigned; attend home athletic events.

Prepare awards for athletes; assist with award banquets as assigned.

Established January 1998
Train and provide work direction to assigned work study students.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Record-keeping techniques
- Oral and written communications skills
- Equipment, materials and supplies of a college athletic physical education program
- Interpersonal skills using tact, patience and courtesy
- Methods of cleaning, maintaining and repairing of athletic uniforms and equipment
- Proper methods of storing equipment, materials and supplies
- Health and safety regulations
- Appropriate safety precautions and procedures

**ABILITY TO:**

- Understand and follow oral and written directions
- Communicate effectively both orally and in writing
- Maintain records and prepare reports
- Establish and maintain cooperative and effective working relationships with others
- Operate and maintain audio/visual equipment
- Meet schedules and time lines
- Maintain inventory records
- Maintain and repair athletic clothing and equipment
- Operate various tools, washer and dryer and other equipment
- Train and provide work direction to others

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years experience in the maintenance of physical education or athletic equipment

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor athletic and physical education environment
Working evening or variable hours
PHYSICAL ABILITIES:

Lifting heavy objects
Standing for extended periods of time
Bending at the waist
Climbing ladders and stools to retrieve and store equipment
Reaching to store and issue materials and equipment
Dexterity of hands and fingers to fit athletes with equipment and to perform equipment maintenance
Seeing to inspect equipment and to perform physical inventory inspections

HAZARDS:

Contact with blood and other body fluids