



West Valley - Mission

Community College District

CLASS SPECIFICATION

ATHLETIC OPERATIONS TECHNICIAN

Classified Position (Non-Exempt Status)

Classified Operations & Support Services Salary Schedule – Range 60

DEFINITION

To oversee inventory and perform basic maintenance of athletic equipment, uniforms, and supplies; to prepare classrooms for physical education classes; and to research and obtain quotes for purchase of new athletic equipment and supplies.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the single level Athletic Operations Technician class. Incumbents initially perform the more routine duties assigned to positions in this class and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Perform preventative maintenance of athletic equipment; coordinate repairs with outside vendors when necessary.

Research vendors and prices for new athletic equipment and supplies; obtain quotes and prepare purchase requisitions; receive, inspect, store, and label athletic equipment and supplies.

Set up classrooms or outside facilities for physical education classes or athletic events.

Distribute athletic uniforms and equipment to athletes in various sports; maintain inventory records; check in equipment at end of semester.

Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Equipment, materials, and supplies used in physical education classes and athletic activities.

Care and maintenance of specialized athletic equipment.

Principles and practices of recordkeeping and inventory.

Basic methods and tools used in maintenance and repair of equipment.

Ability to:

Maintain and repair athletic equipment.

Intermittently, review and evaluate documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve issues for the public and with staff.

Intermittently, sit or stand for long periods of time; intermittently twist and bend to reach equipment; perform simple grasping, pushing, pulling, and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Perform a variety of cleaning tasks in the maintenance of athletic facilities.

Maintain an extensive inventory of athletic equipment and supplies.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.

Establish and maintain effective, cooperative, and collaborative working relationships with others.

Experience and Education

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible experience in a college, high school, or other athletic facility, coordinating equipment and facility control and repair.

Education:

Equivalent to an Associate's degree from an accredited college with major coursework in physical education or a related field.

License and Certificate

May need to possess an appropriate, valid California driver's license as required by the position.

EEO Category: Service/Maintenance

Date Approved: July 1, 2017