

**Job Description/Title:** Athletic & PE Equipment Specialist  
**Approved, Bargaining Unit President:** Reclassification Committee 4/10  
**Approved, MPC Associate Dean, Human Resources:** 4/2010  
**Board Approved:** 7/30/2010

## MONTEREY PENINSULA COLLEGE

### ATHLETIC & PHYSICAL EDUCATION EQUIPMENT SPECIALIST

#### **JOB SUMMARY**

Under general supervision, receive, issue, store, and maintain physical education and athletic equipment, supplies and apparel. Receive limited supervision within a broad framework of standard District policies and procedures. Responsible for maintaining the safety and proper fitting of athletic equipment for student athletes and physical education students. Responsible for the maintenance and control of the athletic and physical education equipment and supplies used in sports programs; store and repair equipment; operate laundry equipment.

#### **EXAMPLES OF FUNCTIONS**

##### **Essential Functions**

Maintain athletic and physical education equipment, supplies and apparel in a safe and sanitary condition; issue and receive equipment, supplies and apparel; prepare clothing, equipment and supplies for athletic events. Create and maintain meticulous records; follow-up on timely return of all items; place hold on student records for delinquent items.

Repair equipment per safety specifications using appropriate tools/machines; arrange for more substantial repairs.

Check and inventory equipment and supplies for competitive sports.

Oversee locker rooms and dressing areas to be sure rules and regulations are being followed; maintain locker room area in a clean and orderly condition; issue lockers; maintain master list of locker assignments and lock combinations; remove locks, clean, and change combinations from used/abandoned lockers.

Fit athletes with correct size for athletic clothing; fit athletes for protective equipment, i.e. helmets and shoulder pads, to maintain optimal safety for student athletes; inventory and determine condition of athletic clothing and equipment; use sewing machine to make minor repairs to apparel; maintain inventory of needed materials.

Arrange for annual safety certifications by vendors for protective equipment.

Assess the equipment needs of the Athletic and Physical Education departments, determine purchasing needs, make recommendations to Athletic Director and advocate for quality of purchases, act as liaison with equipment vendors, obtain quotes, generate purchase requisitions and finalize purchases.

Receive delivery of new equipment, supplies and apparel; verify with the original order; inspect for satisfactory condition; mark for identification.

Prepare and coordinate the preparation of inventory records; maintain inventory records and other records as required.

Issue towels; sort and process clothing and towels for laundering; operate laundry equipment; ensure that laundry is completed on a timely basis for all activities.

Maintain security of equipment in equipment room area.

Assist with equipment or event set-up for PE and athletic events as needed.

Assist with custodial duties in assigned areas and facilities.

### **Other Duties**

Serve on college committees as assigned.

Direct student assistants as necessary

Perform other related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Education and Experience**

Any combination of education, experience and training which would indicate possession of the required knowledge, skills and abilities listed herein. Graduation from high school and two years of experience in an athletic and/or physical education department with demonstrated knowledge of the specialized equipment and apparel requirements for a collegiate athletic or physical education program as well as skills and care in identifying proper and safe conditions.

### **Knowledge**

Knowledge of: sports equipment, materials and equipment used in team and individual sports; safety standards and regulations; methods of cleaning, maintaining and repairing athletic uniforms and equipment; basic recordkeeping techniques; various types of athletic events; methods, supplies, tools, equipment, and procedures used in custodial work.

### **Abilities**

Ability to: organize, schedule, distribute and maintain an athletic and physical education equipment and apparel inventory; identify unsafe or broken equipment; repair athletic equipment and apparel; maintain routine records including inventory; learn and enforce locker and dressing room rules and regulations; lift items in a safe manner; read and write at a level required for successful job performance; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

## **PHYSICAL EFFORT/WORK ENVIRONMENT**

Moderate to heavy physical effort; occasional standing or walking; periodic handling of moderate weight parcels up to 50 pounds. Indoor/outdoor work environment; some exposure to environmental extremes.