

DESERT COMMUNITY COLLEGE DISTRICT

EQUIPMENT MANAGER/ATHLETICS

BASIC FUNCTION

Under the direction of the Director of Athletics, oversee and maintain inventories of athletic equipment and supplies; assist the athletic staff in the organization, safety checking and appropriate storage instructional and athletic equipment; maintain accurate records and support student athletes with equipment needs on all home and away game days.

REPRESENTATIVE DUTIES

1. Assist students with proper fitting and care of helmets, shoulder pads and other basic safety and athletic equipment. Respond to questions regarding proper fit and sizing. *E*
2. Assist supervisor in the organization and management of all athletic equipment. Assist supervisor in the instruction of proper use and care of instructional equipment. *E*
3. Maintain accurate records of equipment use by students; maintain student files on the checking-in and checking-out of equipment. *E*
4. Monitor equipment storage area for safety and report student safety issues to the supervisor. Communicate with custodial staff as to the cleanliness of student work area. *E*
5. Order and distribute supplies and equipment; maintain accurate inventory of supplies and equipment assigned to department or program. Issue and receive instructional supplies and equipment. Research and compile data for reconditioning and replacement of supplies and equipment. *E*
6. Perform a variety of duties for away games, including packing, loading and transport of supplies and equipment. Assist supervisor with equipment issues during all home and away games. *E*
7. Oversee and instruct student workers with the cleaning and folding of uniforms and other safety equipment. Perform laundry in absence of student workers. *E*
8. Assist Athletic Trainer with hazard materials assessment, including blood borne pathogen awareness and training.
9. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: Athletic equipment maintenance, storage and inventory; uniform care and repair; health and safety regulations; regulations, policies and procedures involved in assigned activities and department; interpersonal skills using tact, patience and courtesy when interacting with student-athletes from diverse backgrounds; record keeping techniques; and time management and organizational efficiency techniques.

Ability to: Lift, carry or move objects weighing up to 50 pounds; work outside in hot weather conditions; work cooperatively with others; learn techniques relating to proper fitting of safety equipment for student-athletes; use power hand tools in the maintenance of shoe cleats; operate equipment used in maintaining athletic inventory; travel to away contests; understand, interpret and apply department rules and policies related to proper functioning of athletic programs; determine appropriate action within clearly defined guidelines; and work cooperatively with athletic coaching staff; communicate effectively both orally and in writing; meet schedules and timelines; establish and maintain cooperative and effective working relationships with others; operate a variety of office machines including a computer and applicable software e.g., word processing, spreadsheets, database and email, maintain records and prepare reports.

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school and one year related experience working with students.

WORKING CONDITIONS

Environment: Inside: working in small quarters, with constant interruptions. Outside: working in hot and cold extreme weather conditions. Travel to away games required. Evening and weekend assignments required.

EMPLOYMENT STATUS

Bargaining Unit Position

E=Essential Functions

Approved 4/2007

Range 8