

## **SUPERVISOR OF ATHLETIC FACILITIES**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a supervisory position which involves responsibility for the control and maintenance of athletic equipment, playing fields and related athletic facilities. The work involves training, scheduling, coordinating and supervising subordinate personnel in supportive physical education operations. Leeway is allowed for the exercise of independent judgment and methodology employed in the completion of assigned duties. General supervision is received from an administrative employee. Supervision is exercised over lower level facilities personnel.

### **TYPICAL WORK ACTIVITIES:**

1. Supervises and participates in setting up and removing athletic equipment for physical education classes, athletic events and practices;
2. Supervises the use of athletic equipment;
3. Establishes and coordinates a cleaning and maintenance schedule for athletic and athletic-related equipment;
4. Assumes responsibility for the supervision, security and maintenance of athletic facilities and equipment at central and off-site locations;
5. Supervises and participates in the repair of athletic equipment;
6. Maintains a current inventory of athletic equipment, uniforms and athletic supplies;
7. Supervises and participates in crowd control and safety at athletic events;
8. Trains, supervises, schedules and evaluates facilities personnel; provides input into the hiring process;
9. Schedules the use of and prepares on and off-site facilities for sporting events;
10. Provides input for scheduling of activities, budgeting for equipment, programs and improvement of facilities and equipment;
11. Supervises the operation of the athletic department laundry;
12. Operates a motor vehicle in connection with assignments;
13. Conducts periodic inspections of equipment, facilities and athletic-related grounds to insure safe playing conditions;
14. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of college level athletic equipment and facilities and their appropriate use, repair and maintenance; good knowledge of the development and maintenance of outdoor athletic facilities; good knowledge of athletic equipment and materials; ability to supervise and coordinate the work of others; ability to oversee a wide range and number of activities; ability to cooperate with professional personnel developing facilities for effective physical education and athletic programs; willingness to accommodate work hours to program needs; courtesy; tact; initiative; physical condition commensurate with the demands of the position.

