

ATHLETIC FACILITIES MAINTENANCE SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Effective Date</u>
0501	Athletic Facilities Attendant	15	026	6 mo.	06/01/04
0503	Athletic Facilities Supervisor	14	026	6 mo.	06/01/04

Promotional Line: 000

Series Narrative

Employees in this series provide custodial and grounds services for intercollegiate athletic facilities such as playing fields, running tracks or gymnasiums. Duties may include the preparation of facilities and grounds for athletic events such as football, baseball, and volleyball games, golf meets and awards programs.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Athletic Facilities Attendant **0501**

Employees at this level perform required custodial and grounds services to prepare intercollegiate athletic facilities for athletic events and awards presentations.

An Athletic Facilities Attendant typically –

1. prepares intercollegiate athletic facilities and grounds, which may include duties such as marking playing fields and setting up athletic equipment, chairs, or bleachers and moving such equipment within the facilities used by the unit
2. maintains playing fields and other outdoor areas in proper condition for athletic competition, and assists in the maintenance of athletic equipment and facilities
3. performs custodial duties in the cleaning of athletic facilities, equipment rooms and public areas, including activities such as mopping, scrubbing, floor renovation, cleaning fixtures, washing windows, and cleaning and waxing floors and furnishings
4. performs other related duties as assigned

Level II: Athletic Facilities Supervisor **0503**

Employees at this level are responsible for providing supervision of maintenance and custodial services for sports facilities. They are responsible for assigning and controlling the work of employees.

An Athletic Facilities Supervisor typically –

1. assigns duties for the cleaning and maintenance of athletic facilities, equipment rooms and public areas
2. instructs staff in proper custodial techniques and procedures and insures that safety guidelines are being followed
3. responsible for the distribution of equipment to staff
4. supervises, evaluates, and confirms employees' time worked
5. establishes general policy to help staff achieve and maintain satisfactory work performance
6. operates equipment to assist in the maintenance of athletic facilities, equipment rooms, or public areas, such as preparing intercollegiate athletic facilities and grounds, which may include such duties as marking playing fields and setting up athletic equipment, chairs, or bleachers and moving such equipment within the facilities used by the unit
7. performs duties of next lower level of series
8. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Athletic Facilities Attendant

0501

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

NONE

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Ability to understand and follow complex technical instructions
2. Ability to lift heavy objects
3. Physical dexterity
4. Knowledge of general cleaning methods and techniques
5. Ability to learn specialized cleaning methods and techniques
6. Ability to operate custodial equipment and machinery
7. Ability to interact with others
8. Ability to learn safety procedures
9. Ability to read

Level II: Athletic Facilities Supervisor

0503

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

- 1. High School graduation or equivalent

AND

- 2. Three years of responsible experience in the maintenance and operation of sports facilities, such as intercollegiate, recreational, or intramural facilities

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

- 1. Ability to train, assign, supervise, evaluate, and discipline personnel
- 2. Ability to understand and follow complex technical instructions
- 3. Ability to learn, operate, and instruct the operation of maintenance equipment and machinery
- 4. Ability to respond to and give written/verbal directives
- 5. Ability to learn, perform, and teach specialized cleaning/maintenance methods and techniques
- 6. Ability to work in congenial manner with the public, University, and DIA personnel

Athletic Facilities Attendant	REVISED
Athletic Facilities Supervisor.....	NEW