

ATHLETIC FACILITIES MAINTENANCE SERIES

<u>Code Spec.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Effective Date</u>	<u>Last Action</u>
0501	Athletic Facilities Attendant	15	026	6 mo.	09/15/15	Rev.
0503	Athletic Facilities Supervisor	14	026	6 mo.	09/15/15	Rev.

Promotional Line: 058

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.
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

KNOWLEDGE, SKILLS, & ABILITIES (KSAs)

1. Ability to follow complex technical instructions.
2. Ability and willingness to work as directed.
3. Attention to detail.
4. Knowledge of general cleaning methods and techniques.
5. Basic knowledge of machines and tools commonly used.
6. Active Listening – Giving full attention to what other people are saying, taking time to understand the points.
7. Speaking – Talking to others to convey information effectively.
8. Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
9. Equipment Selection – Determining the kind of tools and equipment needed to do a job.
10. Time Management – Managing one's own time and the time of others.
11. Dexterity – Physical dexterity to complete demands of the position.
12. Control Precision – The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.

13. Near Vision – The ability to see details at close range (within a few feet of the observer).
14. Oral Comprehension – The ability to listen to and understand information and ideas presented through spoken words and sentences.
15. Static Strength – The ability to exert maximum muscle force to lift, push, pull, or carry objects.
16. Extent Flexibility – The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
17. Speech Recognition – The ability to identify and understand the speech of another person.
18. Oral Expression – The ability to communicate information and ideas in speaking so others will understand.

Level II: Athletic Facilities Supervisor**0503**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High School graduation or equivalent

AND

2. Three years of experience in the maintenance of sports facilities, such as intercollegiate, recreational, or intramural facilities and the operation of standard equipment to support these facilities.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

1. Ability to train, assign, supervise, evaluate, and discipline personnel.
2. Knowledge of the uses of equipment and tools to be used.
3. Knowledge of materials, methods, and equipment used in the construction and maintenance of grounds, shrubs, hedges, and trees.
4. Ability to follow complex technical instructions.
5. Ability and willingness to work as directed.
6. Equipment Maintenance – Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
7. Active Listening – Giving full attention to what other people are saying, taking time to understand the points.
8. Speaking – Talking to others to convey information effectively.
9. Reading Comprehension – Understanding written sentences and paragraphs in work related documents.

10. Equipment Selection – Determining the kind of tools and equipment needed to do a job.
11. Repairing – Repairing machines or systems using the needed tools.
12. Time Management – Managing one’s own time and the time of others.
13. Dexterity – Physical dexterity to complete the demands of the position.
14. Control Precision – The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
15. Near Vision – The ability to see details at close range (within a few feet of the observer).
16. Oral Comprehension – The ability to listen to and understand information and ideas presented through spoken words and sentences.
17. Static Strength – The ability to exert maximum muscle force to lift, push, pull, or carry objects.
18. Extent Flexibility – The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
19. Speech Recognition – The ability to identify and understand the speech of another person.
20. Oral Expression – The ability to communicate information and ideas in speaking so others will understand.