



**CLASSIFIED**  
**Job Classification Description**  
 Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
 PERSONNEL COMMISSION  
 APPROVED MOTION NO. 22-2022/23  
 DOCUMENT NO. 10-2022/23  
 DATED 10/19/2022

<b><u>ATHLETIC EQUIPMENT SPECIALIST</u></b>	
<b>DEPARTMENT/SITE:</b> School Site  <b>REPORTS TO:</b> Principal / Site Athletic Director	<b>SALARY SCHEDULE:</b> Classified Bargaining Unit <b>SALARY RANGE:</b> 25 <b>WORK CALENDAR:</b> 261 Days  <b>FLSA:</b> Non-Exempt

**PURPOSE STATEMENT:**  
 Under the supervision of the Principal and general direction of the Site Athletic Director, the Athletic Equipment Specialist, maintains, stores, cleans, and inventories athletic uniforms, equipment, and supplies; prepares and sets-up all game day equipment, fields, and facilities; performs custodial/maintenance work, as assigned. The incumbents in this classification provide the school community with athletic equipment maintenance and athletics program support which directly supports student learning and achievement.

**DISTINGUISHING CHARACTERISTICS:**  
 Positions in this class support the athletics program in the maintenance of athletic uniforms, equipment, and preparation of athletic fields and facilities. This class differs from the Head Custodian job series that are responsible for overseeing the general custodial duties on a school campus.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**  
*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Assists in outfitting student-athletes with sports gear; issues and distributes uniforms and equipment and maintains related records.
- Assists in securing school property and assigned areas as necessary.
- Assists in setting up and troubleshooting scoring, timing, and sound equipment for home athletic events and other school activities.
- Attends daily unit meetings, in-service training, and workshops to gather information required to perform job functions.
- Cleans assigned facilities and/or grounds to maintain a sanitary, safe, and attractive environment.
- Collects, launders, and distributes uniforms on game days, as assigned.
- Maintains the security of athletic equipment to ensure that all is accounted for and reduce the likelihood of theft or carelessness.
- Operates a computer and assigned software; maintains accurate inventory records using the designated inventory management system and student-athlete uniform obligation forms.
- Operates a vehicle to transport equipment and supplies to and from athletic events.
- Performs minor, job-related maintenance and repair on athletic uniforms and equipment to ensure proper functioning, usability, and cleanliness of items; sends out equipment for repair and reconditioning following approved guidelines.
- Prepares, sets-up, and/or loads/unloads all game day equipment, fields, and facilities (e.g., sweep/blow out courts, chalk/paint lines, drag fields) for various sports events on-campus and/or off-campus during

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the school week and on weekends.

- Receives, checks, builds/assembles, issues, and stores athletic uniforms, equipment, and supplies.
- Supports other site maintenance staff in the completion of site custodial activities (e.g., pick-up/empty trash, blow out and/or pressure wash courts, stadium and/or other facilities, sweep and/or water artificial fields, clean restrooms, disinfect enclosed areas, sanitize equipment).
- Verifies shipments of athletic uniforms, supplies, and equipment to ensure that purchase order matches invoice, order is complete, and ready for use; take periodic inventories and maintain stock control of all athletic uniforms, equipment, and supplies; assist in ordering additional stock.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

### **Knowledge of:**

- Equipment and supplies used in team and individual sports
- Basic knowledge of National Federation of State High School Association (NFHS) and California Interscholastic Federation (CIF) rules and regulations
- Proper methods of storage, maintenance, and repair of uniforms, equipment, and supplies
- Ordering and inventory control
- Basic arithmetic and routine record keeping
- Safety practices and procedures related to cleaning methods and equipment

### **Skills and Abilities to:**

- Operate custodial and other job-related equipment, including scissor lift, ride floor scrubber, blower, mule, paint machine, and power tools
- Make minor repairs to athletic gear and equipment
- Interpret and adhere to daily operational practices, and district policies and procedures
- Establish and maintain accurate records and inventory system
- Plan, organize, and carry out work details efficiently and adjust work schedule to seasonal athletics requirements
- Communicate effectively orally and in writing in English
- Understand and carry out oral and written instructions
- Establish and maintain cooperative working relationships with student-athletes, coaches, staff, administration, parents, and the public
- Work independently and under pressure
- Plan and organize work, and adapt to changing work priorities
- Meet schedules and timelines.
- Operate standard office equipment, including a computer and related software applications (Google Suite, email)
- Perform moderate to heavy manual labor
- Perform safe lifting procedures
- Drive a vehicle to conduct work
- Travel with teams for away games, as needed
- Work evening and weekend hours frequently

## **RESPONSIBILITY:**

Responsibilities include working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work

units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

**JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

**EDUCATION REQUIRED:**

High School diploma or equivalent.

**EXPERIENCE REQUIRED:**

One (1) year of full-time work experience related to maintenance, storage, and inventory control of athletic equipment in a school environment.

**LICENSE(S) REQUIRED:**

- Valid, current California Driver’s License to drive to various locations, and transport equipment and materials.

**CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District’s applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)
  - Pre-employment physical exam (C) through District’s provider at District’s expense
  - Enrollment in the Department of Motor Vehicles employer Pull Notice Program and submission of a current DMV driving record printout within 6 months of employment

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- The job is performed both indoors and outdoors under extreme temperature variations and hazards such as driving a vehicle, working with a variety of custodial equipment and power tools, and regular exposure to hazardous materials, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises
- Employees are required to work irregular shifts depending on the season and scheduling of various athletic and sports events
- Drive a vehicle to conduct work
- Visual acuity to see to drive, view a computer screen, and read a variety of materials
- Significant dexterity of hands and fingers to operate a computer, a variety of office and custodial equipment, power tools, and manipulate objects
- Hearing and speaking to exchange information on the radio, by phone, or in person
- Sitting, standing, or walking for extended periods of time
- Regular lifting, carrying, pushing, pulling and/or moving moderate to heavy objects
- Reaching overhead, above the shoulders, and horizontally to retrieve and store athletic equipment and supplies
- Bending at the waist, kneeling, crouching, and crawling
- Climbing, balancing, and working at heights
- Heavy manual labor