

## **Madera Unified School District Classified Job Description**

### **Equipment Manager - Field House**

#### **Purpose Statement**

The job of Equipment Manager-Field House was established for the purpose/s of providing support to the school sports program with responsibility for athletic equipment maintenance, care and inventory; performing custodial/maintenance work as assigned.

This job reports to Principal.

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#### **Essential Functions**

- Assists in outfitting athletes with sports gear for the purpose of assigning uniforms and equipment, and maintaining records of such.
- Attends unit meetings, in-service training, workshops for the purpose of gathering information required to perform job functions.
- Cleans assigned facilities and/or grounds for the purpose of maintaining a sanitary, safe and attractive environment.
- Maintains security of athletic equipment for the purpose of ensuring that all is accounted for and reducing likelihood of theft or carelessness.
- Performs minor, job related, maintenance on athletic equipment for the purpose of ensuring proper functioning and usability of items.
- Supports other site maintenance staff for the purpose of completing site custodial activities.
- Verifies shipments of athletic supplies and equipment for the purpose of ensuring that purchase order matches invoice, order is complete, and ready for use.

#### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

#### **Job Requirements:**

##### **Skills, Knowledge and Abilities**

SKILLS are required to perform single tasks using existing skills. Specific skill-based competencies required to satisfactorily perform the functions of the job include: organizing stock for easy storage; and operating basic custodial equipment.

KNOWLEDGE is required to perform basic math; read and follow instructions; and understand multi-step written and oral instructions. Specific knowledge-based

competencies required to satisfactorily perform the functions of the job include: district policies and procedures; and safety practices and procedures.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; work cooperatively with others; and safe lifting procedures.

**Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 70% walking, and 25% standing. This job is performed in a generally clean and healthy environment.

**Minimum Qualifications**

Experience One year of full time storage keeping experience related to equipment handling duties in a school environment.

Education High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test  
Pre-employment Physical exam

Certificates

Valid CDL

Continuing Educ./Training

None Specified

Clearances

Criminal Justice  
Fingerprint/Background Clearance  
TB Clearance  
Physical Demands (C)

FLSA Status

Non Exempt

Approval Date

08/18/11

Salary Range