Athletic Facilities Maintenance Series

Class Code	Class Title	Occ. Area	Prob. Period	Class Spec Effective Date	Exam Effective Date	Last Action
0501	Athletic Facilities Attendant	15 Semi-Skilled Trades	6 mo.	~~12/01/2022~~	~~12/01/2022~~	Revised
0503	Athletic Facilities Supervisor	14 Skilled Trades	6 mo.	~~09/15/2015~~	~~09/15/2015~~	Revised

Promotional Line: 58

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.~~ Duties may include preparing facilities and grounds for football, baseball, volleyball, golf, other athletic events, 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.

~~A(n) Athletic Facilities Attendant typically~~ Illustrative examples of work:

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~~supervising maintenance and custodial services for sports facilities. They are responsible for assigning and controlling the work of employees.

~~A(n) Athletic Facilities Supervisor typically -~~Illustrative examples of work:

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 ensures 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 the next lower level of series;
8. Performs other related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS

Level 1: Athletic Facilities Attendant **0501**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

~~1. High school diploma or equivalent.~~

1. One of the following:

   A. High school diploma or equivalent

   - OR -

   B. One year of work experience performing janitorial, maintenance, facility operations, groundswork, landscaping, moving and handling, or related duties.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of general cleaning methods and techniques.
2. Knowledge of machines and tools commonly used.
~~3. Ability to give full attention to what other people are saying, taking time to understand the points.~~
~~4.~~3. Ability to understand written sentences and paragraphs in work-related documents.
~~5.~~4. Ability to determine the kind of tools and equipment needed to do a job.
~~6.~~5. Skill in time management ~~such as one''s own time and the time of others.~~
~~7. Ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.~~
~~8.~~6. Ability to listen to and understand information and ideas presented through spoken words and sentences.
~~9.~~7. Ability to communicate information and ideas in speaking so others will understand.
~~10.~~8. Ability to follow complex technical instructions.

Level 2: Athletic Facilities Supervisor 0503

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

~~1. High school diploma or equivalent.~~

1. One of the following:

   A. High school diploma or equivalent

   - OR -

   B. One year of work experience performing janitorial, maintenance, facility operations, groundswork, landscaping, moving and handling, or related duties.

- AND

~~1.~~2. Three ~~(3)~~ years (36 months) of work experience in the maintenance of ~~sports facilities, such as~~ intercollegiate, recreational, or intramural facilities, or other sports 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.~~7. Speaking – Talking to others to convey information effectively.

~~9.~~8. Reading Comprehension – Understanding written sentences and paragraphs in work related documents.

~~10.~~9. Equipment Selection – Determining the kind of tools and equipment needed to do a job.

~~11.~~10. Repairing – Repairing machines or systems using the needed tools.

~~12.~~11. Skill in time management ~~Time Management - Managing one''s own time and the time of others.~~

~~13. Dexterity – Physical dexterity to complete the demands of the position.~~

~~14.~~12. ~~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.~~13. ~~Oral~~Verbal 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.~~14. Speech Recognition – The ability to identify and understand the speech of another person.

~~20.~~15. ~~Oral~~ Verbal Expression - The ability to communicate information and ideas in speaking so others will understand.