



Part-Time Athletic Facility Assistant Athletics

HPEA21

JOB SUMMARY

This position is responsible for performing various duties in support of the upkeep and operations of the Athletic Department's facilities at Dartton State College.

MAJOR DUTIES

- Assists in maintaining the overall maintenance, upkeep and operations of the various athletic facilities
- Ensures the upkeep of the appropriate athletic fields and facilities.
- Operates various equipment to assist with day-to-day upkeep of the facilities.
- Assists with Game Day Operations of various sports.
- Provides set-up for practices and games of athletic events on campus.
- Works the Information Desk as required by the Facility Manager.
- Provides support and assistance to student-athletes.
- Performs other duties as assigned by the Facility Manager and Athletic Director.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of equipment use practices.
- Knowledge of grounds maintenance equipment, tools, and principles.
- Knowledge of field regulations.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in oral and written communication.
- Skill in the operation and maintenance of a variety of grounds maintenance equipment

SUPERVISORY CONTROLS

The Facility Manager assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include field and maintenance requirements, Board of Regents policies and procedures, and college policies and procedures. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied specialized facilities upkeep duties. The variety of tasks to be overseen and the needs of the facility contribute to the complexity of the position.

CONTACTS

- Contacts are typically with co-workers, other college personnel, students, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems, or to motivate or influence persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting, standing, stopping, walking, bending or crouching.
- The employee frequently lifts light and occasionally heavy objects, climbs ladders, used tools or equipment requiring a high degree of dexterity, and distinguishes between shades of color
- The work is typically performed outdoors, occasionally in cold or inclement weather or inside the athletic facility.
- The employee may be exposed to noise, dust, grease, dirt, paint, and machinery with moving parts.
- The work may require moving and/or lifting objects over 50 pounds.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None

MINIMUM QUALIFICATIONS

- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one year.