

POSITION DESCRIPTION

Physical Education/Athletics Facilities Supervisor

Position Physical Education/Athletics Facilities Supervisor
Department/Site Kinesiology and Athletics
FLSA Exempt
Evaluated by Dean of Kinesiology and Athletics
Salary Range 07

Summary

Under the general direction of the Dean of Kinesiology and Athletics, the Physical Education/Athletics Facilities Supervisor is responsible for the operations of facilities within the kinesiology/athletic venues, and is responsible for scheduling and monitoring activities within the kinesiology/athletic department, including outside rentals and supervising student employees working inside the department. Kinesiology/Athletic-related venues include the following: gymnasium, weight room, aquatic center, golf practice field, field house, baseball field, softball complex, tennis courts, practice field, stadium (for Citrus College Athletic Events), locker rooms, classrooms, Adapted PE Center and offices.

Essential Duties and Responsibilities

- Ensures all venues are prepared for classes, athletic events, and rentals.
- Facilitates all repairs and monitor daily upkeep of the kinesiology/athletic facility with the appropriate departments and staff.
- Issues work orders to address repairs and maintenance, which can be performed in-house.
- Works as kinesiology/athletic liaison with the Maintenance Department to supervise all outside hire services to perform repairs and maintenance of kinesiology/athletic venues, resurfacing of athletic playing surfaces (e.g. tennis courts, gym floors, all-weather track, baseball and softball infields) and other needed specialized services.
- Schedules cleaning of kinesiology/athletic venues and performs periodic inspections to ensure venues meet District standards for cleanliness.
- Maintains an inventory of cleaning equipment, materials, and supplies for the maintenance and operation of all kinesiology/athletic venues.
- Maintains a kinesiology/athletic facility usage master calendar.
- Works with PE/Athletic equipment coordinators for set up and take down of equipment for college athletic activities and rentals.
- In collaboration with kinesiology/athletic staff, provides for the efficient storage of all athletic equipment, assesses storage needs ensures access to and security for this equipment.
- In collaboration with kinesiology/athletic staff to assess athletic equipment needs (including maintenance equipment), researches equipment specifications and pricing, makes recommendations on equipment purchases and, where appropriate, issues requisitions for the purchase of equipment.
- Works closely with athletic trainers and the Environmental, Health and Safety Programs Supervisor to ensure first-aid, and safety equipment and supplies are readily available at athletic venues.
- Supervises staff assigned to maintain the Athletic facilities.
- Works closely with the Facilities Rental Department to familiarize renters and outside users with athletic venues – amenities, access, hours of operation, and rules of use.

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- Hires and trains student workers and part-time hourly facility staff as needed to maintain kinesiology/athletic facilities. Sets work schedules, evaluates work, and submits appropriate paperwork to generate pay for student workers and part-time hourly staff.
- Liaisons with the Facilities Department regarding needs of all groups using the kinesiology facilities, and schedules staff to work those events.
- Maintains and monitors budget for student worker funds.
- Works with the Campus Safety Department to secure kinesiology area buildings when not in use.
- Maintains positive working relationships with other departments on campus.
- Communicates District policy and administrative decisions to assigned personnel and students.
- Administers the collective bargaining agreements among the District and the classified union.
- Creates an atmosphere of collegiality and supports the goals of participatory governance.
- Supervises and evaluates assigned personnel.
- Resolves conflict.
- Insures compliance with local, state, and federal regulations.
- Performs other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

Knowledge, Skills and Abilities

- Knowledge of use of computer hardware and software appropriate for duties.
- Knowledge of physical education programs and activities.
- Technical level knowledge of pool operations.
- Ability to perform all of the relevant duties of the position with only general direction.
- Ability to work effectively in a shared governance environment.
- Ability to provide customer support from a management level.
- Ability to provide customer service protocol with a customer service-oriented priority.
- Ability to effectively use a personal computer and a variety of job-related software applications.
- Ability to conduct long-range planning.
- Ability to communicate effectively, in English, with a diverse population both orally and in writing.
- Sensitivity to, understanding of, and respect for the diverse academic, socioeconomic, ethnic, religious, cultural background, disability, and sexual orientation of community college students, faculty, and staff.

Education and Experience

- Possession of an associate degree (or the completion of sixty (60) semester college units), and four years related experience within a community college or university Physical Education/Kinesiology/Athletics department.