



Position Description

Position: Physical Education / Athletics Facilities Supervisor	Position Number: 480601
Department: Physical Education	FLSA: Exempt
Reports to: Dean of Physical Education/Athletics	Salary Range: 7

Summary

Under the general direction of the Dean of PE/Athletics, this position is responsible for the operations of facilities within the physical education/athletic venues, and is responsible for scheduling and monitoring activities within the physical education/athletic department, including outside rentals and supervising student employees working inside the department. Physical Education/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.
- Facilitate all repairs and monitor daily upkeep of the physical education/athletic facility with the appropriate departments and staff.
- Issue work orders to address repairs and maintenance, which can be performed in-house.
- Work as physical education/athletic liaison with the maintenance department to supervise all outside hire services to perform repairs and maintenance of physical Education/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 physical education/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 physical education/athletic venues.
- Maintains a physical education/athletic facility usage master calendar.
- Work with PE/Athletic Equipment Coordinators for setup and takedown of equipment for college athletic activities and rentals.
- In collaboration with physical education/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 physical education/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.
- Supervise 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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- Hire, train student employees and part-time on call facility staff as needed to maintain physical education/athletic facilities. Set work schedules, evaluate work, and submit appropriate paperwork to generate pay for student workers and part-time on call staff.
- Liaison with the Facilities Department regarding needs of all groups using the physical education facilities, and schedule staff to work those events.
- Maintain and monitor budget for student worker funds.
- Work with the Security Department to secure physical education area buildings when not in use.
- Perform related duties as assigned that support the overall objective of the position.

Qualifications

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.
- Perform all of the relevant duties of the position with only general direction.
- Work effectively in a shared governance environment.
- Provide customer support from a management level.
- Provide customer service protocol with a customer-service oriented priority.
- Use effectively a personal computer and a variety of job-related software applications.
- Conduct long-range planning.
- Communicate clearly and concisely, both orally and in writing.
- Demonstrate effective communication in a multi-cultural environment with faculty, staff, and students.
- Establish and maintain cooperative and effective working relationships with members of the college community and with outside contacts.
- Supervise assigned staff.

Physical Abilities

- Incumbent is required to perform work of an active nature, requiring sufficient physical stamina to carry out duties.
- Requires use of well-developed hand eye coordination for precise motions and use of small instruments.
- Requires ambulatory ability to lift medium-to-heavy weight materials, balance, and walk and stand for extended periods of time.
- Requires visual acuity to observe moving objects and recognize physical injuries.
- Requires auditory ability to project voice to a small group. Some seated activities at computer require ability to sit and use keyboard for moderate periods of time.

Education and Experience

- Possession of a Bachelor's degree and four years related experience within a community college or university PE/Athletics Department. For this position, related experience may be defined as advanced computer skills, calendar scheduling, equipment repair, and direct responsibility for Physical Education/Athletic-related venues including gymnasium, weight room, aquatic center, golf practice field, field house, baseball field, softball complex, tennis courts, practice field, stadium, locker rooms, classrooms, Adapted PE Center, offices, and supervision of employees.



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Licenses and Certificates

- May require a valid driver's license.

Working Conditions

- Work is performed indoors and outdoors.