



JOB FAMILY CONCEPT

This family consists of five levels of athletic facilities and equipment work. Levels are distinguished based on type and complexity of work, degree of supervision received, and the level of autonomy. Positions in this family oversee athletics and recreation facilities and equipment. This job family is distinguished from other Athletic job families by the primary responsibility of supporting intercollegiate, intramural and club sports through the operation and maintenance of sports or recreation facilities and equipment.

Athletic facilities and equipment positions support of a variety of areas such as:

- Sports and athletic equipment
- Facilities and equipment
- Special events and recreational programs
- Sports camps and classes

TYPICAL FUNCTIONS

The typical functions listed are typical examples of work performed by positions in this job classification. Not all functions assigned to every position are included, nor is it expected that all positions will be assigned every typical function.

- Procure and maintain inventory of athletic equipment
- Maintain, repair and adjust equipment and facilities
- Mend, alter, and launder clothing and equipment
- Coordinate travel, logistics and practices
- Transport equipment to practices and games
- Operate specialized equipment
- Provide outreach activities to internal and external communities
- Perform scheduling and planning of recreational activities and facilities
- Coordinate intramural/extramural recreational sports programs
- Assist in preparation of facilities for programs and special events
- Oversee issuance and retrieval of equipment and supplies
- Ensure security and cleanliness of facilities
- Respond to inquires of operational and programmatic activities
- Enforce and promote safe operation of facilities and equipment
- Ensure product and program quality assurance
- Make recommendations to programs and services
- Participate in long and short range planning
- Develop, implement and coordinate emergency response procedures and other risk management policies
- Develop, implement and maintain policies, procedures and training
- Develop, implement and evaluate recreational programs and services



- Develop and implement marketing strategies to promote products and services
- Develop and maintain budgets
- Supervise staff

LEVELS AND COMPETENCIES

The primary distinction between levels is reflected in the Level Descriptors. As levels increase, the scope, complexity, and degree of independence increase. Higher levels may perform duties of lower levels. Education and experience are stated at the minimum threshold for the level. Additional education or experience may be desirable for some positions.

Level 1

PCLS: 06461

**Grade 76
Non-Exempt**

Descriptors

Work is performed under intermittent supervision. Responsible for the day-to-day operation and maintenance of sports or recreational facility and related programs that are limited in complexity* AND scope*. Open and secure athletics complex. Issue equipment and ensure retrieval. Maintain schedule for department events. Maintain and make repairs to equipment, clothing and perform minor repairs to facility. Analyze equipment serviceability and performance. Recommend improvements and purchases. Assist users in safe operation of equipment. Assist with special events and responsible for set-up and takedown of equipment for rentals, recreation and classes. Attend to mechanical emergencies and report problems. Respond to injuries in facilities and provide care and first aid. Maintain cleanliness of facility and enforce rules. Complete appropriate documentation. May have limited budget and procurement responsibility. Supervise** students. This level is distinguished from higher levels by limited responsibility for equipment and/or facilities.

Knowledge, Skills, and Abilities

Knowledge of athletic equipment. Knowledge of emergency procedures and protocols. Knowledge of University procurement procedures. Inventory, organizational, and problem solving skills. Interpersonal and communication skills. Customer service skills. Basic computer skills. Fiscal, cash handling and reconciliation skills. Ability to perform basic repairs and adjustments and maintenance to equipment. Ability to operate specialized equipment. Ability to supervise** students.

Education and Experience

High school education and one year relevant experience, or an equivalent combination of training and experience. Professional licensure or certification may be required that is commensurate with the appropriate level (e.g. First Aid, CPR, AED, Blood-borne Pathogen and Lifeguard certification).



Level 2
PCLS: 06462

Grade 77
Non-Exempt

Descriptors

Work is performed under administrative supervision. Responsible for operation and maintenance of sports or recreational facility that is moderate in complexity* AND scope*. Perform scheduled maintenance of facilities and equipment. Ensure operational readiness of mechanical equipment and take readings of equipment. Develop, implement and administer intramural, camp, recreational sports and fitness programs. Assist in policy development. Participate in fundraising and other special events. Evaluate programs and recommend program changes. Evaluate needs and recommend equipment purchases. Promote and ensure a safe and healthy facility. Lead** staff. This level is distinguished from lower levels by an increased authority for more complex equipment that requires additional training and responsibility, and the ability to lead** staff.

Knowledge, Skills, and Abilities

Same as level one, plus: Advanced knowledge of specialized equipment. Knowledge of risk management practices. Knowledge of intramural and recreational sports management. Knowledge of sports. Organization and problem solving skills. Intermediate computer and database skills. Ability to perform intermediate repairs and maintenance. Ability to operate complex and specialized equipment. Ability to read mechanical equipment and interpret/log information. Ability to lead** staff.

Education and Experience

High school education and two years relevant experience, or an equivalent combination of training and experience. Professional licensure or certification may be required that is commensurate with the appropriate level (e.g. First Aid, CPR, AED, Blood-born Pathogen and Lifeguard certification).

Level 3
PCLS: 06463
*****Alternate PCLS: 09230**

Grade 78
Exempt

Descriptors

Work is performed under general direction. Direct and manage a sports or recreational facility that is large in complexity* OR scope* or direct multiple less complex* facilities. Oversee and plan daily operations including managing event schedules. Assist in budget development and participate in marketing activities for facility. Develop and supervise unit policies, procedures and training. Provide outreach and liaison activities to internal and external community. Conduct reviews and evaluations of products and services. Has authority to commit the department to major expenditures. Supervise** staff. This level is distinguished from lower levels by the responsibility to manage more complex facility and programs and supervision** of staff.

Knowledge, Skills, and Abilities

Same as level two, plus: Advanced knowledge of intramural/extramural and recreational sports programs and management. Advanced knowledge of rules and regulations. Advanced knowledge



of risk management practices. Knowledge of university recreation. Strong fiscal skills. Ability to supervise** staff.

Education and Experience

Bachelor’s degree in physical education, recreation or related field, or an equivalent combination of training and experience. Professional licensure or certification may be required that is commensurate with the appropriate level (e.g. First Aid, CPR, AED, Blood-born Pathogen and Lifeguard certification).

Level 4
PCLS: 06464

Grade 79
Exempt

Descriptors

Work is performed under general direction. Direct and manage campus-wide sports and recreational facilities that are large in complexity* AND scope*. Oversee and plan daily operations of multiple units. Is considered an expert resource. Assist in strategic planning and developing rules and regulations for campus-wide programs and facilities. Serve as spokesperson for department. Provide training to staff. Resolve customer complaints and sensitive issues. Supervise** staff. This level is distinguished from lower levels by the responsibility for campus-wide recreation facilities and programs that are large in scope* AND complexity*.

Knowledge, Skills, and Abilities

Same as level three, plus: Expert knowledge of intramural/extramural and recreational sports programs and management. Advanced knowledge of sports. Diplomacy and conflict resolution skills. Ability to manage recreational facilities that are large in scope* and complexity*. Ability to participate in strategic planning.

Education and Experience

Bachelor’s degree in physical education, recreation or related field and two years relevant experience, or an equivalent combination of training and experience. Professional licensure or certification may be required that is commensurate with the appropriate level (e.g. First Aid, CPR, AED, Blood-born Pathogen and Lifeguard certification).

Level 5
PCLS: 06465

Grade 80
Exempt

Descriptors

Work is performed under long-range administrative direction. Provide overall administration and accountability for campus-wide comprehensive sports/recreation facilities that are the most complex* and have the largest scope*. Develop marketing and promotion of facilities, programs and services. Provide leadership in the growth and development of facilities and programs. Has overall authority to establish rules and regulations for programs and facilities. Develop processes and participate in the long-range and strategic planning process. Direct all budget and fiscal operations. Serve as spokesperson for department. Direct all budget and fiscal operations.



Typically a second-line supervisor**. This level is distinguished from previous levels by overall responsibility for campus-wide sports/recreational facilities and operations, serving as a second-line supervisor**, and participating in strategic planning for larger reporting unit.

Knowledge, Skills, and Abilities

Same as level four, plus: Strong marketing and fiscal skills. Project management and contract administration skills. Ability to develop and implement policy. Ability to manage and administer recreational facilities that are large in scope* and complexity*.

Education and Experience

Bachelor's degree in physical education, recreation or related field and three years relevant experience, or an equivalent combination of training and experience. Professional licensure or certification may be required that is commensurate with the appropriate level (e.g. First Aid, CPR, AED, Blood-born Pathogen and Lifeguard certification). Master's degree preferred.

- * **Complexity:** Refers to the diversity of rules and regulations (e.g. federal, state, university, conference, NCAA, National Intramural & Recreational Sports Association rules and regulations). Complex positions typically interpret, apply and comply with the most scrutinized and difficult rules and regulations. Complexity increases as the application, interpretation, and frequency of working with these rules and regulations increases. Complexity also refers to the ability to manage multiple diverse facilities, programs and events.
- * **Scope:** Refers to the impact that an athletic facility has on the organization. Positions with large scope are responsible for multiple facilities, programs and events that have significant impact on the revenue of the unit.
- ** **Lead:** Provide day-to-day guidance, training, and direction for staff in addition to other duties. Regularly assign and review work. Fluent in assigned area of responsibility.
- ** **Supervise:** Hire, train, evaluate performance, and initiate corrective action.
- *** Exemption status determined on a case-by-case basis. Essential functions of each job will be reviewed and evaluated in accordance with Fair Labor Standards Act regulations.

[July 2009 revisions included formatting document for consistency, and adding alternate PCLS information.]