

LOS ALAMITOS UNIFIED SCHOOL DISTRICT  
Office of the Personnel Commission

CLASS TITLE:           ATHLETIC FACILITIES MANAGER

**BASIC FUNCTIONS:**

Under the direction of a Site Administrator and/or Maintenance Supervisor, assist Athletic Director in preparing and maintaining high school athletic facilities and equipment including pool, courts and playing fields for scheduled events and classes.

**REPRESENTATIVE DUTIES:**

1. Plan, schedule and perform work according to athletic schedules to assure that facilities are prepared for athletic events and activities in a safe and timely manner.
2. Layout and line track and athletic fields; drag track and baseball field; mow and edge baseball infields; set irrigation controllers.
3. Set up and take down athletic equipment for scheduled events and classes; maintain and repair athletic equipment; move bleachers and benches.
4. Maintain water quality of pool; check and record water temperature, pH, chlorine level and saturation index; clean strainers; back wash filters; vacuum and sweep pool; replace chemical tanks and drums, and maintain pool equipment.
5. Empty trash cans and clean drinking fountains around gym; clean tennis courts; pick up trash on fields; spot spray weeds around gym and tennis courts.
6. Paint marks on tracks.
7. Pick up and deliver athletic and other equipment as needed.
8. Maintain maintenance records; prepare work orders for repairs; maintain adequate inventory of supplies; make recommendations for purchase of equipment.
9. Assure that facilities, including the equipment building, are set up and maintained in a safe, organized, and correct manner; assist maintenance personnel with special projects.
10. Operate a variety of equipment such as small power tools, lawnmower, edger, sprayer and tractor.
11. Make repairs to irrigation systems on athletic fields, as needed.
12. Perform other related duties as assigned.

**KNOWLEDGES AND ABILITIES:**

**KNOWLEDGE OF:**

Pool maintenance and chemicals.  
Athletic field dimensions.  
Athletic equipment set up and operation.  
Health and safety regulations.  
Safe driving practices.  
Integrated pest management.

**ABILITY TO:**

Line track and athletic fields.  
Set up athletic equipment.  
Maintain adequate supply inventory.  
Maintain and repair athletic equipment.  
Maintain pool water quality.  
Make arithmetic calculations quickly and accurately.  
Understand and follow oral and written directions.  
Work cooperatively with others.  
Establish and maintain effective working relationships with others. Lift objects weighing up to 100 pounds.  
Meet schedules and time lines.  
Maintain records and prepare reports.  
Operate small equipment such as power tools, lawnmowers, edgers and tractors.  
Lift objects weighing up to 100 pounds.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: one year experience maintaining athletic facilities.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

Indoor and outdoor environment; lift, carry, push, pull or move up to 100 lbs.; stand, walk, sit, kneel, squat, crawl, stoop, bend, climb; use repetitive twisting/pressure involving wrists/hands; work with arms above shoulder level; repetitive use of hand, arm, shoulder; talk and hear normal conversation; exposed to temperature changes; work in damp or wet areas; frequently have hands in water; close/distance vision and depth perception; may be exposed to airborne particles, dust strong odors, fumes, chemicals, toxic materials; work around moving vehicles; exposed to minor contagious diseases; have direct contact with students, district staff, site administrators, general public; work independently; work alone; work in confined places; work in high places; work with tight deadlines; work with sharp objects, tools, power tools and equipment (e.g. lawnmower, edger, tractor) with noise levels up to 96.5 dB; eye and ear protection may be required.

**SALARY RANGE:** 59

**ADOPTED BY PERSONNEL COMMISSION:** December 10, 2003

**APPROVED BY BOARD OF EDUCATION:** January 26, 2004

