

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, or Plant Supervisor assists 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. Clean tennis courts; pick up trash on fields; spot spray weeds around gym and tennis courts.
5. Paint marks on tracks.
6. Pick up and deliver athletic and other equipment as needed.
7. Maintain maintenance records; prepare work orders for repairs; maintain adequate inventory of supplies; make recommendations for purchase of equipment.
8. 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.
9. Operate a variety of equipment such as small power tools, lawnmower, edger, sprayer, tractor, lifts, and forklifts.
10. Make repairs to irrigation systems on athletic fields, as needed.
11. Perform other job-related duties as assigned.

KNOWLEDGES AND ABILITIES:

KNOWLEDGE OF:

Pool maintenance and chemicals.
Athletic field dimensions.

Athletic equipment set up and operation.

Strong understanding of current health, safety, and environmental regulations, including OSHA standards and school district-specific safety protocols.

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.

Meet schedules and timelines.

Maintain records and prepare reports.

Operate small equipment such as power tools, lawnmowers, edgers and tractors.

Lift objects weighing up to 60 pounds.

Work effectively within a team, coordinating with colleagues, stakeholders, and external partners to complete tasks, achieve goals, and resolve issues in a collaborative and efficient manner.

Demonstrate a commitment to Los Alamitos Unified School District's mission, vision, and priority goals.

EDUCATION AND EXPERIENCE:

High school diploma, GED, or certificate of completion, and one year maintaining athletic facilities experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

Indoor and outdoor environment; push, pull or move up to 60 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: January 8, 2025

APPROVED BY BOARD OF EDUCATION: January 14, 2025