



Tolleson Union High School District #214
Equipment Specialist

Purpose

The job of an Equipment Specialist is for the purpose of providing operational support to local coaches and facility supervisors to ensure a safe and orderly athletic and physical education program. The Equipment Specialist reports to the site Assistant Principal / Athletic Director.

Qualifications

Required:

1. High school diploma or General Educational Development diploma (GED).
2. Must possess and maintain a Department of Public Safety (DPS) Identity Verified Print (IVP) Fingerprint Clearance Card.
3. Strong communication skills.
4. Ability to maintain appropriate interpersonal relations with students, parents, and other staff of the district.
5. Ability to read and write work directions.
6. Ability to lift 50 pounds, bend, stoop, climb and reach.
7. Ability to organize own work.

Preferred:

1. Prior experience as an athletic equipment specialist or similar experience.
2. Basic knowledge of cleaning procedures.
3. Understanding of athletics, equipment, athletic facilities, and athletic schedules.

Essential Functions

1. Assists athletic director/coaches with issuing and collecting uniforms, ordering equipment and inventory of all athletic equipment after each season.
2. Assists coaches with the setup and tear down for all regular and special sports functions and campus competition. Have equipment ready for the activity and once concluded is stored appropriately.
3. Assists in keeping the Gymnasium and Sports Facilities clean for the purposes of providing an attractive, clean, safe, and sanitary environment.
4. Implement Preventative Maintenance program for all athletic, equipment. (football equipment, wrestling mats, weightlifting equipment, high hurdles, high jump equipment, not all inclusive). Including Sound System and Scoreboards: Training on how to operate, maintain the sound system, scoreboard, and lighting system for the purpose of meeting job standards.

5. Inventories and identifies new equipment as school district property for the purpose of keeping accurate records of purchases and tracking where the school property is located.
6. Maintains gym floors, lobby areas and picks up refuse after each sports event for the purpose of maintaining a clean, safe, and sanitary facility.
7. Organizes and supervises the equipment storage area for athletics and physical education including repair and laundry of towels and uniforms for the purpose of having equipment easily accessible for use/distribution and keeping property clean and sanitary.
8. Support the Plant Manger during the summer months with agreed upon list of duties; to be defined by the Athletic Director and Plant Manager for the purpose of ensuring a good athletic department.
9. Attend Home and Away Varsity Football games for the purpose of getting all necessary equipment, uniforms, and supplies prepared for the team and assist the Athletic Trainer with transportation, medical equipment, and supplies.
10. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Skills, Knowledge, and Abilities

SKILLS are required to perform single, non-technical tasks using existing skills. Specific skills required to satisfactorily perform the functions of the job include adhering to safety practices and having bilingual skills is preferred.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: ability to direct own work and to coordinate duties with administration.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include Ability required to maintain appropriate interpersonal relations with students and staff of the district.

Responsibility

Responsibilities include working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and operating within a defined budget. There is some opportunity to affect the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and

balancing; some stooping, kneeling, crouching, and/or crawling; and some fine finger dexterity. The employee must frequently lift and/or move up to 50 pounds and occasionally move up to 120 pounds. Generally, the job requires 5% sitting, 50% walking, and 45% standing. The job is performed under some temperature extremes.

Reports to: Assistant Principal/Athletic Director

Terms of Employment: Eleven-months, full-time

Evaluation: This position will be evaluated annually as outlined in Governing Board Policy.

FLSA Status: Non-Exempt

Salary Range: Support Staff Initial Placement Salary Schedule, Grade 11

Board Approval: March 20, 2008 (Adopted)
May 28, 2024 (Revised)
February 25, 2025 (Revised)