Facilities and Equipment Assistant

BASIC FUNCTION:

Under the direction of an assigned supervisor, receive, issue, store, repair and set up equipment and materials used in an assigned department and various programs; maintain cleanliness and order of assigned facilities.

REPRESENTATIVE DUTIES:

1. Receive, issue, store, repair and set up equipment and materials used in an assigned department and various programs including but not limited to athletics and automotive.
2. Issue locks and lockers to students; maintain records of issuance.
3. Set and take down equipment as assigned.
4. Sort clothing for laundry and cleaners; inspect and store returned laundry.
5. Maintain equipment inventory; repair equipment as necessary to provide for safe use by students.
6. Recommend purchase of equipment and supplies.
7. Clean assigned areas as directed.
8. Open and close facilities according to established procedures.
9. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Use, maintenance, storage, and inventory methods of equipment and supplies used in assigned department and or programs.
2. Basic record-keeping techniques.
3. Basic cleaning techniques.

ABILITY TO:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. Receive, issue, store and repair equipment used in assigned department and or programs.
3. Set up and take down equipment for various projects and activities.

4. Establish and maintain cooperative and effective working relationships with others.

5. Understand and follow oral and written directions.


EDUCATION AND EXPERIENCE:

Any combination equivalent to: Two years related experience.

WORKING CONDITIONS:

ENVIRONMENT:

1. Indoor and outdoor work environment.

PHYSICAL ABILITIES:

1. Hearing and speaking to exchange information.

2. Dexterity of fingers and hands to operate and set up various equipment.

3. Seeing to set up equipment.

4. Sitting or standing for extended periods of time.

5. Lifting moderately heavy objects.

6. Reaching overhead, above the shoulders and horizontally.

7. Bending at the waist, kneeling and crouching.

HAZARDS:

1. Contact with cleaning chemicals.

DATE APPROVED: March 1, 1999
RANGE: N-39
EEO-CATEGORY: H-50