

SUPERVISOR - ATHLETIC FACILITIES *

Function of Job:

Under general supervision of designated supervisor to be responsible for the overall operation and maintenance of both indoor and outdoor athletic facilities.

Characteristic Duties and Responsibilities:

1. Supervise, plan, schedule and assign work to athletic facilities attendants.
2. Inspect work of assigned personnel to assure that it meets established standards.
3. Be responsible for securing and security of supplies and equipment.
4. Instruct employees in the proper methods and use of supplies and equipment required in the performance of their work.
5. Assure that safety rules and regulations are observed.
6. Maintain necessary files and records.
7. Supervise preparation of facilities for all athletic events.
8. Assure the proper maintenance of all motorized equipment of athletic department, such as zamboni, light trucks and light machinery.
9. Perform duties of athletic facilities attendants as required.
10. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. High school or trade school graduation.
2. Four years experience in athletic facilities maintenance and repair for a private golf or athletic club, or college/university athletic department, including supervisory experience.
3. Knowledge of University or College athletic programs and sports events.
4. Supervisory ability.
5. Mechanical skill and knowledge of motorized equipment utilized in athletic programs.

12/11/80

System Approval

12/11/80

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

* Title change from Foreman - Original approved 8/7/75.