



**YOUNGSTOWN  
STATE  
UNIVERSITY**

**CLASSIFICATION SERIES:**

N/A

**BARGAINING UNIT:**

ACE

**Recreation/Athletic Facilities Specialist**

**SERIES PURPOSE:** The purpose of the Recreation/Athletic Facilities Specialist occupation is to oversee the maintenance and operations of athletic and recreation facilities offering a variety of activities for students, student athletes, faculty, staff, and external individuals and/or groups; orders and maintains inventory of supplies and equipment; recommends the purchase of program equipment; performs general maintenance and minor repair of equipment and facilities; may supervise a group of student workers.

**CLASS CONCEPT:** The class works under general supervision in order to prepare recreation and athletic facilities for events and/or facility use in accordance with established schedules; provides information to students, faculty, staff and the general public on the use of Recreation or Athletic facilities. Incumbent participates as part of a team to prepare facilities for events and operate athletic events and/or recreation programs. Provides equipment for and executes teardowns and setups for university and non-university groups/organizations for sports activities and other events and/or recreation or athletic facilities users.

**JOB DUTIES: Incumbents may perform some or all of these duties or other job-related duties as assigned.**

Directs the operations and maintenance of a variety of indoor and outdoor recreation and athletic facilities; ensures that facilities are locked/unlocked prior to and following events; monitors facilities for unauthorized visitors; works with university police as necessary to contend with unauthorized visitors; ensures quality, safety, and security for athletic and recreation facility users; transports equipment to/from athletic events.

Provides a variety of assistance and general information to students, faculty, staff, and the general public regarding the operation of recreation and athletic facilities and rules, regulations, and procedures concerning athletic and other scheduled events and the use of recreation facilities; orients visitors regarding the use of locker room facilities; issues locks and towels; provides assistance with problems and operational concerns.

Orders recreation and athletic equipment and supplies; maintains inventory records; makes recommendations concerning equipment.

Supervises student workers before, during, and following athletic events and/or recreation facility

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utilization; ensures that facilities are properly setup and torn down; interviews and selects student workers; makes assignments and reviews work to ensure conformance to the needs of an athletic or other event and/or recreation facility operations.

Performs a variety of assignments associated with the operation of specific athletic events; may operate scoreboards, time clocks, etc.

Schedules maintenance to meet the event schedule needs; maintains and supervises the maintenance and minor repair of equipment and facilities; prepares athletic and recreation facilities for scheduled events.

Assists with the development, initiation, and enforcement of recreational and athletic facility regulations and procedures; makes recommendations concerning operational procedures and processes.

Maintains storerooms; follows up on unreturned equipment and assists with the preparation of billing cards for Student Accounts and University receivables; performs a variety of clerical tasks.

**OTHER FUNCTIONS AND RESPONSIBILITIES:** Assists with training new hires.

Performs any and all other duties assigned and/or required that are within the level of responsibility for this classification at the discretion of the supervisor.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of: office practices and procedures; inventory control; supervision; public relations.

Skill in: operation of a computer and peripheral equipment.

Ability to: utilize Microsoft Office Word and Excel; work independently and in group settings; handle routine contacts with the public; communicate verbally and in writing with a variety of departments and staff; multitask and prioritize work assignments; prepare and maintain accurate and concise reports and records; establish an effective working relationship with subordinates.

(\*) Developed after employment.

**MINIMUM QUALIFICATIONS:** High School Diploma or GED; one year of experience in facilities operations and maintenance.

**PREFERRED QUALIFICATIONS:** Bachelor's degree.

**REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES:** None

**PHYSICAL REQUIREMENTS:** In accordance with Department of Labor requirements the incumbent will perform light work.

**LIGHT:** work involves exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force constantly to move objects, requiring: (1) walking or standing to a significant degree; (2) sitting most of the time while pushing or pulling arm or leg controls; or (3) working at a production rate pace while constantly pushing or pulling materials even though the weight or the materials is negligible. (The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.)

**UNUSUAL WORKING CONDITIONS:** May be required to work unusual and varied work schedules to include weekends, evenings, holidays, etc.