

EQUIPMENT AND SUPPLY ASSISTANT

Definition:

Under direct or general supervision responds to Parks and Recreation program equipment and supply requests; secures, transports and retrieves equipment and supplies; monitors recreation supply inventories; schedules preventive maintenance and use of department vehicles and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Receives requests for parks and recreation equipment and supplies from site employees or through a supervisor.

Retrieves stored equipment as requested and transports supplies and items to requesting site; returns equipment and unused supplies from site to storage.

Purchases supplies as needed and places supplies into storage or transports them as needed.

Loads, unloads, lifts and carries equipment and supplies weighing 50 pounds or less.

Maintains lists of items and equipment needed for specific programs.

Maintains records, transfers data from one form to another and prepares reports.

Uses a variety of hand and power tools to assemble and disassemble equipment.

Drives a vehicle on City business, schedules the use of all Parks and Recreation vehicles and fills those vehicles with fuel as needed.

Coordinates the preventive maintenance of all Parks and Recreation vehicles with the Maintenance Services Department.

Operates a personal computer and uses applicable software to enter data relative to equipment and supply levels and produce related reports.

Performs a variety of support duties to include taking and relaying messages, running errands and related tasks.

Uses a variety of hand and power tools.

Sets up and breaks down event seating, table, stage and other arrangements.

Assists with the monitoring of special events.

Other Duties and Responsibilities Include:

Performs other projects/tasks as assigned.

Class Characteristics:

Equipment and Supply Assistant is a single incumbent class in the Parks and Recreation Department with duties related to the provision and transportation of equipment and supplies to a variety of playgrounds, parks, community centers and related sites.

Contacts and Relationships:

The Equipment and Supply Assistant establishes and maintains contact with other Parks and Recreation staff. Contact will occur with staff in other City departments, vendors and the public during the course of some work assignments.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class include the following:

Knowledge of:

Safe driving practices, precautions and traffic laws.

Safety precautions and practices necessary when transporting equipment.

Customer service methods and techniques.

Computer applications related to area assigned.

Basic inventory control methods and procedures.

English usage.

AND

Ability to:

Understand and carry out oral and written instructions.

Communicate effectively orally.

Establish and maintain effective relationships with those contacted in the course of work.

Complete routine forms and transfer data from one form to another.

Learn routine vehicle and equipment maintenance practices.

Meet the public with courtesy and tact.

Read and write at the level required for successful job performance.

Operate a personal computer and use applicable software programs.

A typical way to obtain the knowledge and abilities is as follows:

Education: Graduation from high school.

AND

Experience: One year of responsible customer service experience.

Special Requirements Include:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work a flexible schedule to accommodate City needs including evenings, weekends, holidays and overtime.

Physical Tasks and Working Conditions Include the Following:

Work is performed in a vehicle and on-site. The incumbent uses a computer, keyboard and related equipment, drives a vehicle on City business, sits, walks, stands, kneels, crouches, twists, climbs ladders and inclines, bends, reaches, grasps, pushes, pulls, lifts and carries equipment and supplies weighing 50 pounds or less, uses a variety of hand and power tools above shoulder level weighing 20 pounds or less and lifts tools and equipment from waist to overhead weighing 35 pounds or less. The incumbent is exposed to gasoline, vehicle emissions, vehicular traffic, grease/oil, dust, and electrical and mechanical hazards, may be exposed to the elements and may stand and walk on slippery and uneven surfaces. The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

Revised July 2006

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