



ATHLETIC EQUIPMENT TECHNICIAN

DEFINITION

Under general supervision, maintains, issues, inventories, launders, and stores athletic supplies, uniforms, and equipment; maintains athletics facilities in a clean and sanitary condition; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This classification is responsible for independently performing technical duties in support of the inventory and maintenance of athletic equipment, uniforms, supplies, and facilities. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS

Management reserves the right to make reasonable accommodations so that qualified employees with verified medical conditions can perform the essential functions of the job.

- Maintains athletic equipment, supplies and uniforms in good repair and in a sanitary condition; arranges for equipment to be cleaned and reconditioned.
- Fits athletes with appropriate clothing and equipment; issues clothing and uniforms, protective equipment, and other equipment; ensures that equipment issued to athletes is returned.
- Launders, cleans, and inspects clothing, uniforms, and equipment for needed repairs; maintains and repairs equipment as needed.
- Prepares clothing equipment, and supplies for competitive games; packs and loads equipment for trips and controls equipment use at athletic events; travels and drives to athletic events as required.
- Orders or recommends, receives, stores, and maintains inventories of equipment used in college athletic programs.
- Maintains a variety of records and reports; assists in inventory and in accounting and budget responsibilities.
- Works productively and cooperatively with others by demonstrating respect, patience and equitable treatment of all internal and external customers.
- Observes and complies with District and mandated safety rules, regulations, and protocols.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Equipment, uniforms, machinery, and supplies used in a college athletic program.
- Methods and techniques of cleaning, maintaining, repairing, and storing athletic uniforms and supplies.
- Methods and techniques to properly launder, repair, and recondition equipment and uniforms.

- Methods of appropriately fitting various athletic uniforms and equipment to provide comfortable fit and adequate protection.
- Principles and procedures of record keeping.
- Inventory principles.
- Techniques of providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socio-economic, ethnic, religious and cultural backgrounds, physical ability, and sexual orientation.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Evaluate each athlete's uniform and protective equipment needs.
- Properly fit uniforms and/or equipment to ensure adequate protection and comfort.
- Operate a variety of tools and equipment related to an athletic and locker room environment, including washers, dryers, and sewing machines.
- Stock, receive, issue, maintain, and perform basic mending and repair of athletic clothing and equipment.
- Maintain inventory and other routine records.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, and procedural guidelines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Demonstrate sensitivity to, and understanding of, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds of community college students.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

Equivalent to the completion of 12th grade.

Experience:

One (1) year of experience handling athletic equipment in a physical education or athletic environment.

Licenses and Certifications:

- Possession of a valid California driver's license to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various District sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.