



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
EQUIPMENT TECHNICIAN I	CLASSIFIED	GRADE: I MONTHS:
BOARD POLICY REFERENCE: 2007/2008 CLASSIFICATION REVIEW		Board Approved: 02/10/09

JOB DESCRIPTION:

Under general supervision, receive, fit, issue, clean, store, repair, inventory, and maintain equipment, athletic apparel and supplies for the Physical Education, Dance and Athletic Department; prepare facilities and equipment for competition; attend and provide supplemental supervision for home and away athletic competitions; provide technical support to faculty, staff and students; issue lockers to students, faculty and staff; serve on athletic protest committees, and perform related work as required.

SCOPE:

The Equipment Technician I issues, stores, collects, maintains and repairs equipment, apparel, and supplies; implements preparation of facilities for special events and restores them for class use; issues clearance for student equipment deposits; prepares and submits invoices for District reimbursement.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Issues, collects and stores equipment, uniforms and towels for Physical Education, Dance and Athletic Department; maintains accurate records of equipment issued to eligible students, faculty and staff.
2. Issues lockers to students and staff; records and re-keys lockers in accordance with department procedures.
3. Receives, marks, issues, checks, cleans/disinfects and repairs athletic apparel, equipment and supplies; strings tennis and badminton rackets as needed.
4. Fits athletic equipment for men and women's intercollegiate sports teams.
5. Performs small motor and mechanical repair on department equipment; assists in maintaining inventory and reports missing equipment and supplies.
6. Prepares uniforms, supplies and equipment for home and away athletic events; assists in setting up facilities for home athletic events; programs and tests electronic timing and scoring systems.
7. Maintains athletic equipment room in a safe and orderly manner.
8. Trains and directs the work of student assistants.
9. Provides supplemental security at large events.
10. Travels with the Football Team.
11. Receives concession stand products.
12. Sets up sound system equipment, public address systems, score boards, and audio visual equipment.

KEY DUTIES AND RESPONSIBILITIES (Continued):

13. Implements National Collegiate Athletic Association (NCAA) and California Community College Athletic Association (CCCAA) rules and regulations to ensure the health and safety of student-athletes participating in contact sports.

EMPLOYMENT STANDARDS

ABILITY TO:

Perform skilled work in the operation, repair, maintenance, and adjustment of Physical Education equipment and athletic uniforms using tools and machinery such as washers and dryers, sewing machines, power drills, racket stringer, ball machines, computerized score boards, audio-visual equipment, hand tools, calculator; perform arithmetic calculations quickly and accurately; learn and interpret District policies and procedures, NCAA and CCCAA rules and regulations, prepare and maintain accurate records and reports; understand and follow oral and written directions; maintain schedules and meet deadlines; serve as a technical resource; supervise student assistants; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Equipment, materials, supplies, and terminology used in men's and women's physical education and intercollegiate athletic programs; uniform and equipment care and storage; sewing athletic apparel; repairing physical education and intercollegiate athletic equipment; basic electricity and small motor repair; computer software applications; health and safety regulations.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Two years college with significant coursework relevant to the field.

Experience:

Three years previous experience working in a college athletic equipment room.

Athletic Equipment Manager's Association (AEMA) Certification is *preferred*.

SPECIAL REQUIREMENTS:

Must be able to perform physical activities such as, but not limited to, lifting heavy items (up to 50 lbs. unassisted), bending, standing, climbing or walking. Must be able to safely operate manual tools and power equipment common in the maintenance and repair of athletic and physical education equipment. Occasionally required to work under inclement weather conditions. Must be able to work safely in an environment containing industrial cleaning materials using personal protective safety measures. Valid California Drivers License with 12-passenger van training.