



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
EQUIPMENT TECHNICIAN I	CLASSIFIED	GRADE: E MONTHS:
BOARD POLICY REFERENCE: 1999 CLASSIFICATION STUDY		Board Approved: 4/00

JOB DESCRIPTION:

Under general supervision, receive, fit, issue, clean, store, repair and maintain equipment, athletic apparel and supplies for the Physical Education, Dance and Athletic Department; prepare facilities and equipment for competition; issue lockers to students, faculty and staff; and perform related work as required.

SCOPE:

The Equipment Technician I issues, collects, maintains and repairs equipment, apparel, supplies, and facilities; 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 and collects equipment, uniforms and towels for PE, Dance and Athletic Department; maintains accurate records of equipment issued to 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's and women's intercollegiate sports teams.
5. 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.
7. Maintains athletic equipment room in a neat and orderly manner.
8. Maintains and repairs athletic uniforms; launders athletic uniforms and towels.
9. Trains and directs the work of student assistants.

EMPLOYMENT STANDARDS**ABILITY TO:**

Perform minor repairs to Physical Education equipment and athletic uniforms; operate, maintain, and repair equipment, tools, and other equipment 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; understand and follow oral and written directions; maintain schedules and meet deadlines; 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; health and safety regulations.

MINIMUM QUALIFICATIONS:

A combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Graduation from high school.

Experience:

Previous experience working in a college athletic equipment room.

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. Occasionally required to work under inclement weather conditions. Must be able to work safely in an environment containing cleaning materials using personal protective safety measures.