



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

JOB DESCRIPTION:

Under direction, plan, coordinate and implement the pricing, selection, ordering, receiving, and inventorying of equipment, athletic apparel and supplies for the Physical Education, Dance and Athletics department; maintain computerized record keeping system of inventory and database of vendors, suppliers and representatives, including annual comparative price list; issue, fit, clean, store, repair and maintain equipment, apparel and supplies; prepare facilities for competition; provide technical support to faculty, staff and students; attend and provide supplemental supervision for home and away athletic competitions; serve on athletic protest committees; and perform related work as required.

SCOPE:

The Equipment Technician II performs skilled work in the maintenance and repair of electrical, electronic and other equipment used in the Physical Education, Dance and Athletics Department; estimates equipment and supply needs for budget preparation; orders department equipment and supplies; monitors multiple budgets; decides which equipment to send out for repairs and which to have repaired in-house; issues clearances for student equipment deposits; prepares and submits invoices for District reimbursement; maintains student-athlete eligibility reports; verifies student athlete eligibility; and issues, collects, maintains and tracks equipment, apparel, and supplies.

DISTINGUISHING CHARACTERISTICS:

The Equipment Technician II is distinguished from the Equipment Technician I by the added duties and responsibilities relating to budget development, inventory and verification of athletic eligibility; the in-depth knowledge required for the maintenance and repair of specific athletic equipment, and additional computer skills.

KEY DUTIES AND RESPONSIBILITIES:

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

1. Inputs and maintains computerized inventory of equipment apparel and supplies.
2. Assists in developing equipment and supply needs for budget preparation. Stays current with trends and technologies, products and services.
3. Initiates and performs bid process, recommends vendors, creates resulting requisitions, and resolves problems resulting from the purchasing and receiving of goods and services.
4. Verifies student athlete eligibility on campus mainframe.
5. Issues and collects equipment, uniforms and towels to faculty, staff and students; maintains accurate records of equipment issued; reports missing equipment and supplies; serves as a technical resource.
6. Receives, marks, issues, checks, cleans/disinfects, inspects and repairs equipment and supplies; makes minor adjustments and repairs as necessary; reports need for major repairs to supervisor.

KEY DUTIES AND RESPONSIBILITIES (Continued):

7. Prepares and fits athletic uniforms, supplies, and equipment for men's and women's intercollegiate teams.
8. Operates sound system equipment, public address systems, scoreboards, and audio visual equipment.
9. Provides supplemental security at large events.
10. Travels with the Football Team.
11. Maintains athletic equipment rooms in a safe and orderly manner.
12. Issues lockers to physical education and athletic students, faculty and staff; records and re-keys lockers in accordance with department procedures.
13. Launders and repairs athletic uniforms and towels.
14. Serves as a lead worker; hires, trains and directs the work of student assistants.
15. 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 complex administrative duties in the support of the District's purchasing and inventory control functions; prepare and maintain accurate records, files and reports; maintain computerized inventory system; perform look up of student records using mainframe application; 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 mathematical 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; act as a lead worker to other Classified staff in the area; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Computer hardware and software used in maintaining an inventory system; budget preparation and price solicitation; equipment, materials, supplies, and terminology used in men's and women's physical education and intercollegiate athletic programs; basic electricity and small motor repair; uniform and equipment care and storage; sewing and repairing apparel; repairing physical education and intercollegiate athletic equipment; operation of personal computer software programs including word processing and spreadsheet tools; health and safety regulations.

EMPLOYMENT STANDARDS (Continued):

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:

Associates Degree with significant coursework relevant to the field, or field-related coursework or professional training equivalent to an AA degree.

Experience:

Three years experience working in a college athletic room.

CERTIFICATIONS:

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

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.