



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

JOB DESCRIPTION:

Under general supervision, plan, coordinate and implement the pricing, selection, ordering, receiving, and inventorying of equipment, athletic apparel and supplies for the Physical Education, Dance and Athletic 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; and perform related work as required.

SCOPE:

The Equipment Technician II estimates equipment and supply needs for budget preparation; orders department equipment and supplies; 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 position also requires more computer skills.

KEY DUTIES AND RESPONSIBILITIES:

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

1. Utilizes computer programs to input and maintain inventory of equipment apparel and supplies.
2. Solicits prices from suppliers for athletic equipment; analyzes quotes.
3. Assists in developing equipment and supply needs for budget preparation.
4. Verifies student athlete eligibility on campus mainframe.
5. Collects equipment, uniforms and towels for Physical Education, Dance and Athletic departments; maintains accurate records of equipment issued to students, faculty and staff; reports missing equipment and supplies.
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.
7. Fits athletic equipment for men's and women's intercollegiate teams.

8. Prepares uniforms, supplies and equipment for home athletic events; operates electronic scoring devices.
9. Maintains athletic equipment rooms in a neat orderly manner.
10. Issues lockers to physical education and athletic students, faculty and staff; records and re-keys lockers in accordance with department procedures.
11. Launders athletic uniforms and towels.
12. Serves as a leadworker to the Equipment Technician I.
13. Trains and directs the work of student assistants.

EMPLOYMENT STANDARDS

ABILITY TO:

Operate a personal computer and software used in maintaining an inventory system; look-up student and budget information using a mainframe application; keep accurate records; perform minor repairs to athletic equipment and uniforms; operate, maintain, and repair equipment, tools, and equipment such as washers and dryers, sewing machines, power drills, racket stringer, ball machines, computerized scoreboards, audio-visual equipment, hand tools, calculator; perform arithmetic calculations quickly and accurately; 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.

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:

Two years experience working in a college athletic room. Certified Equipment Manager 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. May be requested to attend athletic events to provide equipment items and make emergency repairs. 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.