



Job Description

JOB TITLE: Athletic Equipment Technician

PAY GRADE: CL 17

LAST REVISED: 06/01/07

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job. Additional or different duties from the ones set forth below may be required to address changing business needs/practices.*

SUMMARY DESCRIPTION

Under general supervision, performs a variety of technical duties involved in the ordering, organizing, storage, distribution, issuing, collection, maintenance, and repair of the Athletic Department's equipment, supplies, and clothing for all sports and physical education classes.

REPRESENTATIVE DUTIES - *The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Receives, stores, issues, and repairs athletic uniforms and equipment; maintains inventory of equipment, uniforms, and supplies.
2. Directs and/or participates in the packing and loading of equipment for trips, as required.
3. Prepares space and facilities for visiting teams and groups; sets up and operates scoring and time systems for all sports; prepares athletic areas for use.
4. Assists in ordering athletic equipment and makes recommendations for major equipment expenditures.
5. Keeps records and marks equipment and uniforms for cleanliness, repair, safety, and compatibility.
6. Ensures equipment storage rooms are maintained in an organized fashion and arranges equipment and other items.
7. Oversees and directs laundry operations; sorts and processes clothing for cleaning and laundering.
8. Supervises, trains, and assigns student assistants to perform routine duties in equipment rooms, laundry, and other locations.
9. Cleans, repairs, and maintains weight room and cardio room equipment.
10. Sets up, breaks down, and repairs PE equipment for classes; sets up, stores, and maintains athletic game facilities and equipment.
11. Assigns or oversees assignment of lockers and maintains appropriate records of locker assignments.
12. Identifies items or areas in need of maintenance or repairs and takes appropriate action, including notifying and interacting with other appropriate staff.
13. Researches uniforms and equipment; assists in selecting vendors for uniform and equipment purchases.
14. Serves as liaison between coaches and Athletic Department office to monitor equipment needs of coaches and other Athletic Department staff.
15. Performs related duties as required.

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QUALIFICATIONS - *The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

Knowledge of:

Standard techniques for cleaning and lubricating specialized athletic equipment, including tools and their uses.

Techniques for cleaning and laundering athletic uniforms and equipment.

Standard inventory techniques and procedures.

Basic techniques of supervision.

Standard techniques for repairing and otherwise maintaining specialized athletic equipment.

National Collegiate Athletic Association (NCAA) athletic safety requirements as they pertain to athletic and scoring equipment.

Basic personal computer operation.

Ability to:

Use tools to clean, repair, and otherwise maintain specialized athletic equipment.

Supervise and direct activities of student and other temporary help.

Follow oral and written directions.

Identify and correct defective equipment to prevent safety violations and injuries.

Set up and operate electronic scoring and other athletic equipment for practices and competitions.

Learn procedures for properly working with and disposing of toxic materials.

Operate personal computers to enter and extract data.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. Examples of ways to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

One year of experience providing support in a physical education, athletic, or recreation program environment.

License or Certificate:

Possession of a valid California driver's license.

Possession of, or ability to obtain, a Hazardous Materials Awareness Training Card.

Possession of, or ability to obtain, a Bloodborne Pathogens Exposure Control Program Certificate.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT - *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

Environment: Work is performed in both indoor and outdoor environments; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors and gases; work and/or walk on various types of surfaces including slippery or uneven surfaces. Positions may be required to work evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to perform moderately



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strenuous manual labor; to stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull moderate to heavy amounts of weight; dexterity of hands and fingers to operate specialized hand and power tools and equipment; operate assigned equipment; to stand and walk for extended periods of time; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.