

JOB TITLE: Athletic Equipment Technician
PAY GRADE: CL 17
LAST REVISED: July 2025

*Job Descriptions/Class Specifications are intended to present a descriptive list of the range of duties performed by employees in the job and are **not** intended to reflect all duties performed within the job.*

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff, and students and values the rich, diverse backgrounds that make up the campus community. A strong candidate for this position must have the understanding and ability to successfully support individuals with varying backgrounds. This includes persons with disabilities, various gender identities and sexual orientations, as well as individuals from historically underrepresented communities and other groups. Our District is committed to providing strategies for success and proactive student-centered practices and policies focused on eliminating equity gaps to ensure the District provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all.

SUMMARY DESCRIPTION

Under general supervision from assigned manager, provides support to the Kinesiology and Athletic Departments, requiring knowledge of subject areas and associated use of technology and equipment; and provides purchasing, inventory, and maintenance duties for supplies, clothing, materials, and equipment.

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. Maintains, inventories, and organizes department facilities, including storerooms, classrooms, cardio and weight rooms, and athletic areas; maintains, repairs, and manages inventory and distribution of athletic uniforms and department apparatus, equipment, and supplies; inspects incoming shipments and distributes or stores in proper locations; maintains records of items checked in and out; maintains records and marks equipment and uniforms for cleanliness, repair, safety, and compatibility; coordinates and directs laundry operations; sorts and processes clothing for cleaning and laundering; designs, organizes, and maintains department storage facilities; assigns or facilitates the assignment of lockers and maintains records of locker assignments.
2. Performs equipment maintenance, set up, and break down for Kinesiology classes and Athletic Department; assembles, installs, and tests new equipment; operates, inspects, tests, calibrates, maintains, and performs minor repairs to equipment and facilities; performs preventative and operational maintenance, including troubleshooting, diagnosing, and repairing equipment and facilities; arranges for servicing, packaging, shipping, or repair of equipment, as needed; notifies appropriate staff to schedule or arrange for maintenance or repair of facilities, as needed.
3. Prepares athletic areas and facilities for use, including for visiting teams and groups; sets up and operates scoring and time systems for all sports.
4. Directs and performs the packing and loading of athletic equipment for away games while traveling off site with athletic teams, as needed.
5. Researches and assists with the selection of vendors and the purchasing of athletic equipment, uniforms, and supplies; discusses and recommends new products or special needs with vendors and District staff; advocates for the needs of the department.
6. Serves as liaison between coaches and Athletic Department office to monitor equipment needs of coaches and other Athletic Department staff.
7. Provides onboarding support, general work training, guidance, supervision assistance, and directs activities of students or temporary employees to perform routine duties in equipment rooms, laundry, and other locations.
8. Performs related duties that support the overall objective of the position.

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:

- Techniques for repairing, maintaining, cleaning, and lubricating specialized athletic equipment, including tools and their uses.
- Techniques for cleaning and laundering athletic uniforms.
- Federal, state, and local laws, codes, and regulations regarding instruction, support of students, and athletic safety requirements for athletic and scoring equipment, including, but not limited to, the Family Educational Rights and Privacy Act (FERPA), Americans with Disabilities Act (ADA), and the National Collegiate Athletic Association (NCAA).
- Basic inventory and purchasing processes and procedures.
- Principles and practices of record keeping.
- English usage, spelling, grammar, punctuation, and vocabulary.

Ability to:

- Perform general technical and operational duties in support of the Kinesiology and Athletic Departments, including, but not limited to, operating and maintaining equipment and tools; maintaining and organizing supply inventory and storage facility; and supporting classroom and athletic activities.
- Use tools to clean, repair, and otherwise maintain specialized athletic equipment.
- Identify and correct defective equipment to prevent safety violations and injuries.
- Set up and operate electronic scoring and athletic equipment for practices and competitions.
- Practice safety precautions, techniques, and procedures, including safe lifting techniques and safe handling, storage, and disposal of hazardous materials.
- Plan and organize work to meet schedules and changing deadlines.
- Perform basic record keeping functions.
- Utilize office procedures, methods, and equipment, including computers, technology, and applicable software applications sufficiently to perform the duties of the classification.
- Maintain confidentiality of information.
- Follow oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Provide onboarding support, general work training, guidance, supervision assistance, and directs activities of students or temporary employees.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work independently and collaboratively.
- Apply District policies and procedures.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that demonstrates the required above knowledge and abilities is qualifying. Examples of ways to obtain the above knowledge and abilities could include, but are not limited to, the following:

Education/Training

- Equivalent to the completion of the twelfth grade or General Educational Development (GED).

Experience

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

License/Certificate - Possession of, or ability to obtain within a reasonable timeframe, each of the following:

- Valid California Driver's License.
- Bloodborne Pathogens Exposure Control Program Certificate.
- Hazardous Materials Awareness 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. Position may be required to work evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to perform moderately 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 athletic and office equipment, requiring repetitive hand movement and fine coordination, including use of a computer keyboard; 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.

Board Approved: July 15, 2025