Equipment Technician

Long Beach Community College District

CLASS SPECIFICATION
Equipment Technician

FLSA Status: Nonexempt
EEOC Job Category: Service Workers
Union Representation: Represented

GENERAL PURPOSE
Under general supervision, orders, issues, repairs, launders, organizes, collects, controls and maintains athletic equipment, supplies, uniforms and facilities for student and athlete use; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
Athletic Equipment Assistants are responsible for ordering, issuing, repairing, setting up, maintaining and monitoring the use of athletic equipment, supplies, uniforms and facilities for assigned individuals and organized sports events and classes.

Athletic Equipment Assistant is distinguished from Locker Room Attendant in that incumbents in the latter are primarily responsible for cleaning and maintaining assigned athletic facilities, whereas incumbents in the former have a wider range of responsibilities involved in the care and maintenance of athletic equipment, uniforms and facilities, requiring a more diverse skill set and knowledge base.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Orders, organizes, issues, controls and monitors assigned athletic equipment, supplies, apparel and uniforms; assists coaches in determining and uniform and equipment needs; researches, prepares requisitions and orders a wide variety of equipment and uniforms; receives orders, inspects for deficiencies and shortages and notifies the supervisor of any problems; marks or engraves received equipment and clothing; issues and distributes a variety of equipment, uniforms and supplies for a large number of classes, practices and competitive sporting events; collects equipment and uniforms, identifies missing or damaged items and, as necessary, fines students according to established procedures; regularly performs inventory of equipment, supplies and uniforms; prepares clothing, equipment and supplies for athletic events, assists in packing and loading equipment for team trips and monitors equipment use at athletic events; travels with teams to athletic events, as required; cleans, rotates and issues locks and lockers to students and provides combinations.

2. Maintains athletic and physical education equipment, supplies and uniforms to ensure student safety and health; inspects clothing and equipment for damage; cleans, repairs, reconditions or arranges for cleaning, repair and reconditioning of equipment; sorts clothing for cleaning and launders washable items; mends and stores uniforms; properly fits uniforms and equipment to assure adequate protection.
and/or comfort for athletes; educates students regarding the proper care of clothing and equipment and use of athletic facilities.

3. Maintains order, safety and security of assigned athletic facilities; supervises students conduct in assigned areas; supervises small children during summer swim programs; sets up equipment for athletic events as assigned; assists in securing and closing assigned facilities; locks and unlocks doors and vending areas in accordance with established schedules; inspects assigned areas for needed repairs; reports sanitation and safety issues and hazards to appropriate staff; administers basic first aid as needed.

4. Maintains assigned physical education and athletic facilities areas in a clean and sanitary condition, including storage rooms, exercise rooms, lockers/locker rooms, gymnasium and shower facilities; sweeps, mops and dusts floors; cleans, scrubs and disinfects restrooms and showers, washes windows and walls; polishes metal work, cleans sinks, mirrors and other fixtures, restocks supplies and refills dispensers; empties and cleans waste receptacles; picks up paper and other debris from assigned areas; removes graffiti; hoses down assigned areas; performs emergency or special clean ups as necessary; performs minor maintenance and non-technical repairs to assigned building including replacing lights and resolving minor plumbing problems; reports other maintenance needs to supervisor.

5. Performs other administrative functions related to areas of responsibility; maintains complete and accurate inventory records; completes and files equipment, locker and uniform cards; makes posters and updates bulletin boards.

QUALIFICATIONS

Knowledge of:
1. Materials, supplies, uniforms and equipment used in team and individual sports.
2. Methods and techniques to properly launder, repair and recondition equipment and uniforms.
3. Methods of maintaining physical education facilities in a clean and sanitary condition.
4. Methods of appropriately fitting various athletic uniforms and equipment to provide comfortable fit and adequate protection.
5. Basic methods and techniques for setting up athletic equipment.
6. Basic first aid methods and techniques.
8. Basic record-keeping techniques.
9. Requirements outlined in the National Operating Committee on Standards of Athletic Equipment (NOCSAE).

Ability to:
1. Issue and maintain athletic and physical education equipment.
2. Maintain athletic facilities in a clean and sanitary condition.
3. Understand, explain and apply District policies, rules and regulations related to areas of responsibility.
4. Mend and repair athletic clothing and repair equipment used in sports activities.
5. Evaluate each athlete’s uniform and protective equipment needs and properly fit uniforms/equipment to assure adequate protection and comfort.
6. Operate a variety of tools and equipment related to an athletic facility.
7. Perform minor maintenance and repairs as assigned.
8. Understand and follow oral and written instructions.
9. Perform basic first aid.
10. Communicate clearly and effectively, both orally and in writing.
11. Administrative practices and procedures, including record keeping and filing practices and procedures.
12. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
13. Establish and maintain effective working relationships with District management, staff, coaches, trainers, students, the public and others encountered in the course of work.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or a G.E.D. equivalent; and at least three years of progressively responsible experience in maintaining athletic facilities, uniforms, equipment and supplies in an organized setting of student athletes; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid First Aid Certificate issued by an authorized agency.

A valid California driver’s license and the ability to maintain insurability under the District’s vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is frequently required to walk, sit,
climb or balance, stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use simple arithmetic reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with District management, staff, coaches, trainers, students, the public and others encountered in the course of work.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in student locker rooms, and are exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals and risk of electric shock. The noise level is usually moderately quiet.