

ATHLETIC EQUIPMENT TECHNICIAN

GENERAL DESCRIPTION OF CLASS

Under the direction of an administrator or manager, maintains and controls athletic equipment and supplies; issues, receives, stores, and repairs athletic equipment and uniforms; ensures equipment and facilities are prepared in a timely manner according to established schedules; assists staff with special assignments and events as needed.

REPRESENTATIVE DUTIES:

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.

BASIC FUNCTION: The duties of this classification may involve performing the most technical and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned. The duties below are not inclusive but characteristic of the type of work associated with the class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Orders, receives, marks, stores and inventories athletic equipment for the men's and women's competitive sports programs. *
2. Issues athletic clothing and equipment. *
3. Establishes & maintains computer records and inventories of all physical education and athletic equipment issued and received. *
4. Issues athletic locks, towels, and lockers. *
5. Launders towels and uniforms for competitive teams. *
6. Makes needed repairs to athletic clothing and equipment. *
7. Reviews and inspects all athletic equipment for safety on a regular recorded basis. *
8. Assists the Athletic Director with events when needed. *
9. Assists in field, gym, and other athletic facility set-ups. *
10. Meets visiting athletic team officials and provides for their needs such as lockers, towels, locks, and keys. *
11. Assists departments/sports officials in preparing budget requests; assists in selection of vendors and submitting proposals for special projects. *
12. Meets regularly with the administrator or manager to assess area problems and needs. *
13. Travels with athletic teams as assigned. Operates District vehicles to transport student athletes to offsite locations. *
14. Loads and transports necessary athletic equipment. *
15. Interacts with diverse populations and constituencies in a wide range of situations requiring judgement, tact, and diplomacy. *
16. May provide work direction to student workers, student assistants, and/or short-term, temporary staff.
17. May serve on a variety of District committees as requested.
18. Performs other duties that support the overall objective of the position.

MINIMUM QUALIFICATIONS**EDUCATION/EXPERIENCE:**

- High School Graduate or General Educational Development (GED); **AND**
- Two (2) years of increasingly responsible work experience in maintaining athletic facilities, uniforms, equipment, and supplies in an organized setting of student athletes.
- Or, any combination of education and experience which would provide the required qualifications for the position.

CERTIFICATES, LICENSES, REGISTRATION, SPECIAL AND/OR OTHER REQUIREMENTS:

Possession of or the ability to obtain within the first 6-months of employment (during probationary period)

- First Aid Certification.
- Cardiopulmonary Resuscitation (CPR) Certification.
- Automated External Defibrillator (AED) Certification.
- May be required to travel for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

KNOWLEDGE, SKILLS, AND ABILITIES: (May be acquired through education, training, and/or experience.)**Knowledge of:**

- District, college, state, and federal policies, procedures, and regulations relevant to area of assignment, including California Education Code, Title V, and FERPA.
- Athletic and physical education operations, including equipment, facility maintenance, laundering, repair, and inventory control.
- Health and safety regulations; basic first aid.
- Recordkeeping, filing systems, and data collection methods.
- English usage, grammar, spelling, punctuation, and basic math.
- Business correspondence and proofreading techniques.
- Computer hardware, software, and databases related to area of assignment, including Microsoft Office and ERP systems.

Ability to:

- Independently perform responsibilities using sound judgment and within established policies and procedures.
- Interpret and apply applicable laws, rules, and regulations.
- Maintain, issue, and repair athletic equipment and uniforms; keep facilities clean and sanitary.
- Operate and maintain tools and equipment related to athletic programs.
- Organize, prioritize, and complete work effectively to meet deadlines.
- Maintain accurate records and apply basic bookkeeping skills.
- Communicate effectively in person, in writing, and through various technology platforms.
- Understand and follow verbal and written instructions.
- Work effectively with diverse populations and establish cooperative working relationships.

RELATIONSHIPS WITH OTHERS:

The incumbents in this class are in daily contact with department, college, District faculty, staff, administrators, students, vendors, and the public, as needed.

SUPERVISION EXERCISED and/or RECEIVED:

The incumbents in this class may provide work direction and/or guidance to student workers, student assistants, and/or short-term, temporary employees.

The incumbents in this class receive general supervision from the assigned manager or other administrative superiors. Supervision is provided regarding interpretation and application of District, college, and/or department policies and procedures, applicable state and/or federal regulations. Work is usually performed independently and reviewed by supervisors as needed to ensure accuracy, completeness and compliance with practices and regulatory standards.

Incumbents in this class follow policies and guidelines as outlined by the District, college and/or departmental procedures, policies, and directives.

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 position. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- **Physical Demands:**

Regularly required to sit, stand, walk, speak, and hear in person and by telephone. Frequent use of hands to finger, handle, feel, or operate standard office equipment. Must be able to sit and/or stand for extended periods of time. Reach with hands and arms; occasional lifting and carrying of materials up to 25 pounds. May be required to bend at the waist, kneel, crouch, and move throughout college or District sites. Requires hand and finger dexterity to operate computers and office equipment. Specific vision abilities include close vision, the ability to adjust focus, and viewing computer screens and printed materials.

- **Mental Demands**

Regular use of written and verbal communication skills. Ability to read, interpret, and analyze data, information, and documents. Problem-solving, critical thinking, and decision-making abilities. Capacity to observe and interpret people and situations effectively. Ability to learn and apply new information and skills. Perform detailed work on multiple concurrent tasks with changing priorities and deadlines. Use of mathematical reasoning and data analysis. Work effectively under frequent interruptions. Regular interaction with faculty, staff, students, administrators, and external stakeholders.

WORK ENVIRONMENT AND CONDITIONS:

Primarily indoor office environment with minimal safety concerns and low noise levels. Occasional outdoor work at athletic venues (e.g., stadiums, fields). Occasional travel for athletic events, competitions, or conferences. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Butte Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY

EMPLOYER: To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Butte Glenn Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be



Class Code: C110.100

Salary Range – CSEA 26 – Non-Exempt

successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

BGCCD is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, gender identity, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.