



ATHLETIC EQUIPMENT TECHNICIAN

BASIC FUNCTION

Under the direction of the Director of Athletics, oversee and maintain inventories of athletic equipment and supplies; assist the athletic staff in the organization, safety checking and appropriate storage instructional and athletic equipment; maintain accurate records and support student athletes with equipment needs on all home and away game days.

DISTINGUISHING CHARACTERISTICS

The incumbent in this classification will assist the Athletic department by overseeing and maintaining inventory of athletic equipment and supplies. The work requires ensuring student athletes are provided with the necessary equipment and supplies on all home and away games.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified, and not all duties listed are necessarily performed by each employee in this classification.

1. Assist students with proper fitting and basic safety and athletic equipment. Respond to questions regarding proper fit and sizing. E
2. Assist supervisor in the organization and management of all athletic equipment. Assist supervisor in the instruction of proper use and care of instructional equipment. E
3. Maintain accurate records of equipment used by students; maintain student files on the checking-in and checking-out of equipment. E
4. Monitor equipment storage area for safety and report student safety issues to the supervisor. Communicate with custodial staff as to the cleanliness of student work area. E

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5. Order and distribute supplies and equipment; prepare and process purchase orders; maintain accurate inventory of supplies and equipment assigned to department or program. Issue and receive instructional supplies and equipment. Research and compile data for reconditioning and replacement of supplies and equipment. E
6. Perform a variety of duties for away games, including packing, loading and transport of supplies and equipment. Assist supervisor with equipment issues during all home and away games. E
7. Ensure all uniforms and safety equipment are properly cleaned, maintained, and folded. E
8. Perform related duties as assigned. E

QUALIFICATIONS

Knowledge of:

- Athletic equipment maintenance, storage and inventory.
- Uniform care and repair.
- Health and safety regulations.
- Regulations, policies and procedures involved in assigned activities and department.
- Interpersonal skills using tact, patience and courtesy when interacting with student-athletes from diverse backgrounds.
- Record keeping techniques; and time management and organizational efficiency techniques.
- Basic principles of hazardous materials identification and safe handling procedures.
- Bloodborne pathogen safety standards and required OSHA/Cal/OSHA protocols.

Skills and ability to:

- Communicate effectively both orally and in writing with a wide range of individuals and constituencies in a diverse community.
- Prepare and maintain records and reports.
- Issue, storage, maintain, and repair athletic equipment, clothing, and supplies
- Maintain confidentiality of sensitive information.
- Work independently with little direction.

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Education and Experience:

Any combination equivalent to: graduation from high school and one-year related experience working with students.

Certificates, Licenses, Special Requirements:

Certain assignments may require a valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

Other Requirements:

Imperial Community College is committed to creating an academic and work environment that fosters diversity, equity, and inclusion and equal opportunity for all, and ensures that students, faculty, management, and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion makes our district a unique and special place for individuals of all backgrounds. It is important that our employees' values align with our District's mission and goals for Equal Opportunity, Diversity, Equity, Inclusion, and Access.

WORKING CONDITIONS

Work Environment:

Inside: working in small quarters, with constant interruptions. Outside: working in hot and cold extreme weather conditions. Evening and weekend assignments required.

Physical Demands:

Work is performed primarily in a standard office environment with frequent interruptions and distractions; extended periods of time of viewing a computer monitor.

Requires sufficient physical ability to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; 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.

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Hearing: Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this classification.

Mental Demands:

Work in a fast-paced environment with frequent interruptions and possible dissatisfied individuals.

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