

Range 29
Hrs. 8
Wks. 40
Mos. 12

SHASTA - TEHAMA - TRINITY
JOINT COMMUNITY COLLEGE DISTRICT

JOB TITLE: Equipment Technician

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Under general supervision of the Center Director to organize and coordinate the equipment and supplies distribution for EMT, Athletics, Fire Science, and AOJ. To receive, fit, issue, store, repair, and maintain physical education, athletic, and public safety equipment, apparel, and supplies on a day to day basis. Prepare and issue/collect uniforms for athletic competitions, issue lockers to athletic participants, faculty and staff. To train and supervise student workers. This job class is responsible for inventory of equipment and supplies of an instructional center.

SUPERVISOR: Center Director or Designee

TYPICAL DUTIES:

- Organizes and coordinates distribution of equipment and supplies related to Athletics, Physical Education, Fire Science, EMT, and AOJ.
- Maintains computerized inventory and record keeping of physical education, public safety and athletic apparel, equipment, and supplies.
- Maintains accurate records of equipment issued to students, faculty and staff.
- Assists in developing equipment and supply needs for budget preparation for the replacement of equipment, supplies, and athletic apparel.
- Receives, marks, issues, checks, cleans/disinfects, repairs and maintains public safety and athletic apparel, and supplies.
- Collects physical education, public safety equipment and athletic uniforms and towels.
- Properly fits equipment for all men's and women's intercollegiate teams and public safety students.
- Cleans, sanitizes, and regularly inspects physical education, public safety and athletic equipment.
- Reports missing equipment and supplies and initiates recovery of items.
- On occasion, assists in laundry of uniforms and towels.
- Makes minor adjustments and repairs to uniforms and equipment as necessary. Reports need for major repairs to supervisor.
- Prepares uniforms, supplies, and equipment for home and away athletic events.

STTJCCD: Equipment Technician

- Maintains equipment room in a neat and orderly manner.
- Issues lockers to athletic students, faculty and staff.
- Trains and supervises student workers.

EMPLOYMENT STANDARDS

Qualifications

Any combination equivalent to graduation from high school, previous experience in college athletic equipment position preferred. Proficiency with computers and computer software. Experience with equipment and supply inventory and coordination.

Knowledge of:

- Computer applications to assist in recording and inventory of equipment, uniforms and supplies.
- Equipment, materials, supplies, and terminology used in men's and women's physical education, intercollegiate athletics and public safety.
- Basic uniform and equipment repair, using assortment of power and non power tools.
- Uniform and equipment care including the effects of washing and drying uniforms.
- Health and safety regulations.
- Training and providing direction to student workers.

Ability to:

- Demonstrate understanding of and sensitivity to diverse populations.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written directions.
- Maintain accurate records using computer system and software applications.
- Train and supervise student workers to assist in assigned tasks and duties.
- Receive, issue, store, and repair equipment in assigned departments and or programs.

WORKING CONDITIONS

Environment:

- Indoor and outdoor work environment

Physical Abilities:

STTJCCD: Equipment Technician

- Hearing and speaking to exchange information.
- Dexterity of fingers and hands to repair and set up various equipment.
- Sight sufficient to handle and maintain equipment.
- Sitting and standing for extended periods of time.
- Lifting moderately heavy objects.
- Reaching overhead, above the shoulders and horizontally.
- Bending at waist, kneeling and crouching.
- Enter and work in confined spaces.
- Climb ladders.

Hazards:

- Contact with cleaning chemicals.
- Work with and around compressed air and gases.
- Decontamination of equipment, supplies and clothing soiled by blood borne pathogens.