

TITLE: Kinesiology Athletics & Dance (KAD) Equipment Technician**CLASSIFICATION: Classified****SALARY GRADE: C07****SCOPE OF POSITION:**

Under general supervision, issues, stores, collects, maintains, and repairs equipment, apparel, and supplies. Prepares facilities for special events and restores them for class use, issues clearance for student equipment deposits, and prepares and submits invoices for District reimbursement.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Issues, collects, and stores equipment, uniforms, and towels for Kinesiology, Athletics, and Dance (KAD) Department. Maintains accurate records of equipment issued to eligible students, faculty, and staff.
2. Issues lockers to students and staff. Records and re-keys lockers in accordance with department procedures.
3. Receives, marks, issues, checks, cleans/disinfects, and repairs athletic apparel, equipment, and supplies. Strings tennis and badminton rackets.
4. Fits athletic equipment for all intercollegiate sports teams.
5. Performs skilled work in the operation, repair, maintenance, and adjustment of physical education equipment and athletic uniforms using tools and machinery such as washers and dryers, sewing machines, power drills, racket stringer, ball machines, computerized score boards, audio-visual equipment, and hand tools.
6. Performs small motor and mechanical repair on department equipment, assists in maintaining inventory, and reports missing equipment and supplies.
7. Prepares uniforms, supplies, and equipment for home and away athletic events. Assists in setting up facilities for home athletic events and programs and tests electronic timing and scoring systems.
8. Maintains athletic equipment room in a safe and orderly manner.
9. Provides supplemental security at large events.
10. Travels with the football team to monitor and maintain equipment.
11. Sets up sound system equipment, public address systems, scoreboards, and media equipment.
12. Implements National Collegiate Athletic Association (NCAA) and California Community College Athletic Association (CCCAA) rules and regulations as related to equipment management to ensure the health and safety of student-athletes.
13. May supervise and organize the work of student employees.

KNOWLEDGE OF:

1. Equipment, materials, supplies, and terminology used in physical education and intercollegiate athletic programs.
2. Uniform and equipment care and storage.

TITLE: Kinesiology, Athletics & Dance (KAD) Equipment Technician

KNOWLEDGE OF – Continued

3. Sewing athletic apparel.
4. Repairing physical education and intercollegiate athletic equipment.
5. Basic electricity and small motor repair.
6. Relevant local, state, and federal rules and regulations, programs, policies and procedures.
7. Applicable technology usage, including standard office productivity software and other appropriate technology.

ABILITY TO:

1. Perform arithmetic calculations quickly and accurately.
2. Learn and interpret District policies and procedures and NCAA and CCCAA rules and regulations.
3. Prepare and maintain records and reports.
4. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
5. Communicate effectively, both orally and in writing.
6. Exercise appropriate judgement in interactions with others and with work processes.
7. Interact with the public in a helpful, courteous and professional manner.
8. Demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

High school diploma or GED and two years of relevant college-level coursework required.

EXPERIENCE:

2+ years of related experience working with college athletic equipment.

OTHER REQUIREMENTS:

- Must be able to perform physical activities such as, but not limited to, lifting (up to 50 lbs. unassisted), bending, standing, climbing or walking.
- Must be able to safely operate manual tools and power equipment common in the maintenance and repair of athletic and physical education equipment.
- Occasionally required to work under inclement weather conditions.
- Must be able to work safely in an environment containing industrial cleaning materials using personal protective safety measures.
- This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).