

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: ATHLETIC EQUIPMENT TECHNICIAN/
PHYSICAL EDUCATION ATTENDANT**

BASIC FUNCTION:

Under the general supervision of the Director of Athletics, perform a variety of technical duties involved in operating the Athletic Department's equipment room; order, organize, store, distribute, issue, collect, maintain, and repair athletic equipment, supplies, and clothing for all sports and physical education classes; and supervise and provide work direction to assigned student workers.

REPRESENTATIVE DUTIES:

Perform a variety of technical duties involved in operating the Athletic Department's equipment room. *E*

Assist teams with uniforms and equipment; issue lockers, towels, equipment, and supplies for use; receive returned supplies and equipment and follow-up on items not returned; notify students of costs of lost items; place students on the Hold List for items not returned. *E*

Prepare uniforms, equipment, and supplies for athletic events; assist visiting teams, students, and others as appropriate. *E*

Ensure athletes are fitted with proper protective equipment; work with the athletic trainers in preparing any special protective equipment. *E*

Oversee and maintain team room, locker room, shower rooms, restrooms, laundry room, and related facilities in a secure, clean, orderly, and sanitary condition; oversee condition of assigned facilities during home athletic events. *E*

Maintain athletic uniforms, equipment, and supplies in good repair and in a sanitary condition; inspect equipment, supplies, and clothing for necessary repairs; clean and perform minor adjustments and repairs as appropriate. *E*

Inventory and inspect protective equipment; send out protective equipment to be reconditioned for re-certification; maintain records of process. *E*

Communicate with vendors and assist in ordering supplies according to established guidelines using the District's ordering system; receive deliveries of equipment and supplies; check deliveries against order; inspect for satisfactory condition and mark for identification; pick up equipment from various locations as required; store equipment and supplies. *E*

Conduct inventory and maintain inventory records of equipment and supplies. *E*

Accompany assigned team(s) to out of town events; assist with uniforms and equipment as assigned. *E*

Supervise and recruit student workers; train and provide work direction to others as assigned. *E*

Set up athletic fields and facilities for event. *E*

Sort and process uniforms for laundering. *E*

Athletic Equipment Technician/Physical Education Attendant - Continued

Prepare Physical Education facilities for class use; assume responsibility for and participate in towel distribution and class set up for Physical Education classes. *E*

Perform basic first aid procedures in emergency situations in accordance with established guidelines; call for medical attention as required. *E*

Operate a variety of machines and equipment related to assigned activities. *E*

Prepare and maintain a variety of related records and reports. *E*

Assist in development of athletic budget as required; provide information regarding the purchase or replacement of uniforms, equipment, and supplies. *E*

Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Equipment and supplies used in college athletic and physical education programs.
Proper methods of storing athletic equipment, materials, and supplies.
Methods of cleaning, maintaining, adjusting, and repairing athletic uniforms and equipment.
Techniques and applications of first aid and CPR.
Basic health and safety regulations and appropriate precautions and procedures.
Interpersonal skills using tact, patience, and courtesy.
Record keeping techniques.
Oral and written communication skills.
Basic principles of supervision and training.

ABILITY TO:

Maintain and perform minor adjustments and repairs to athletic and physical education clothing and equipment.
Analyze situations and adopt effective courses of action.
Learn, understand, interpret, apply, and explain applicable rules, regulations, policies, and procedures using good judgment.
Train and provide work direction to student workers.
Maintain accurate and complete records and files and prepare routine reports.
Administer first aid and CPR.
Travel to athletic events.
Operate and use assigned equipment.
Understand and follow oral and written directions.
Work independently in the absence of supervisor.
Organize work to meet schedules and deadlines.
Work cooperatively with others.
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school; one year of experience providing support in a physical education, athletic, or recreation program environment.

Athletic Equipment Technician/Physical Education Attendant - Continued

LICENSES AND OTHER REQUIREMENTS:

- Valid driver's license and a safe driving record.
- Possession of, or ability to obtain, an appropriate, valid first aid certificate.
- Possession of, or ability to obtain, an appropriate, valid CPR certificate.
- Possession of, or eligibility for, certification from the Athletic Equipment Managers Association is desirable.

WORKING CONDITIONS:

ENVIRONMENT:

- Locker room, gymnasium, and outdoor athletic field environment.
- Travel to athletic games as requested.
- Work irregular hours including weekends and evenings.
- Adverse weather conditions.
- Constant interruptions.

PHYSICAL ABILITIES:

- Lifting, pushing, and pulling light to moderately heavy supplies and objects.
- Dexterity of hands and fingers to operate tools and equipment necessary to repair equipment.
- Reaching overhead, above the shoulders, and horizontally.
- Walking on athletic fields.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials.

HAZARDS:

- Cleaning chemical fumes.