

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ATHLETIC EQUIPMENT ATTENDANT II

BASIC FUNCTION:

Under the supervision of an assigned supervisor, performs a variety of duties in the maintenance of athletic and physical education equipment and supplies; issues equipment and supplies to students and staff; maintains related records; demonstrates independent judgment requiring specialized training and experience related to the assignment.

REPRESENTATIVE DUTIES

Issue equipment, uniforms and supplies to students; receive, launder and fold returned garments; mend and alter garments as necessary; maintain files of issued equipment; request a hold on transcripts, grades and school related monies for equipment not returned.

Perform equipment repairs including re-stringing tennis racquets, repairing nets and adjusting helmets and braces; preparing water, cups and towels for home games as required; sanitize equipment as necessary.

Receive, verify, inspect, store and record athletic, physical education and training room equipment and supply deliveries; maintain related records.

Estimate need for athletic and physical education supplies and equipment; use a computer to inventory supplies and equipment; maintain inventory levels.

Coordinate purchasing activities with vendors and coaches; special order supplies as needed.

Assign athletic locks and lockers to students and staff; assist students or staff having problems with lockers or locks; change combinations as needed; maintain related records.

Maintain locker and equipment areas in a clean, safe and orderly condition.

Utilize a variety of tools and equipment to mend and alter uniforms and maintain lockers including small hand and power tools, a sewing machine and a washer and dryer.

Provide work direction and guidance to student workers as assigned.

Inspect condition of athletic equipment. Report health and safety problems to Athletic Director.

Properly fit practice gear and uniforms for all sports, according to manufacturer specification and regulations.

Oversee the packing and loading of athletic uniforms and equipment for off-campus events; accompany teams to away games as assigned.

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Schedule annual check and repair of football gear with outside vendor.

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Laundry techniques and products.

Garment mending and alteration.

Inventory methods and practices.

Health and safety regulations and procedures.

Athletic equipment standards.

Proper methods of techniques storing equipment, uniforms and supplies.

Proper methods of storing equipment uniforms, and supplies.

Operation of computer and data entry techniques.

Oral and written communication skills.

Proper methods of fitting athletic equipment including football helmets and gear.

First aid and CPR.

ABILITY TO:

Observe health and safety regulations.

Issue equipment, uniforms and supplies to students.

Mend and alter garments using a sewing machine or stitching by hand.

Learn to operate an industrial sized washer and dryer.

Estimate the need for athletic and physical education supplies and equipment.

Maintain inventory and related records.

Plan and organize work.

Operate a computer.

Communicate effectively both orally and in writing.

Understand and follow oral and written instructions.

Establish and maintain cooperative and effective working relationships with others.

Administer first aid and CPR.

Maintain and repair protective equipment.

Packet equipment for off-site events.

Travel to athletic contests as assigned.

Ability to obtain certification as an equipment manager.

Work effectively under time constraints.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: High school diploma with coursework in physical education, athletic equipment, or a related field and two years experience in a related field.

LICENSES AND OTHER REQUIREMENTS:

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- Possession of, or ability to obtain, a valid First Aid and CPR Certificate issued by an authorized agency.
- Possession, or ability to obtain, a valid California drivers license.
- Possession of, or ability to obtain, an Equipment Managers Certification from the Athletic Equipment Managers Association.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Seasonal heat and cold or adverse weather conditions.
Constant interruptions.
Drive a vehicle to conduct work.
Evening, weekends or variable work.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

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| 1. | Seldom = Less than 25 percent | 3. | Often= 51-71 percent |
| 2. | Occasional = 25-50 percent | 4. | Very Frequent = 76 percent and above |
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| <u>2</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations. |
| <u>3</u> | b. | Ability to stand for extended periods of time. |
| <u>1</u> | c. | Ability to sit for extended periods of time. |
| <u>2</u> | d. | Ability to see for purposes of reading printed matter. |
| <u>2</u> | e. | Ability to hear and understand speech at normal levels. |
| <u>2</u> | f. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>2</u> | g. | Ability to bend and twist. |
| <u>2</u> | h. | Ability to lift 50 pounds. |
| <u>2</u> | i. | Ability to carry 50 pounds. |
| <u>1</u> | j. | Ability to operate equipment used in the maintenance and repair of athletic equipment. |
| <u>3</u> | k. | Ability to teach in all directions. |

HAZARDS:

Contact with blood and other body fluids.

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.