

MT. SAN ANTONIO COLLEGE JOB DESCRIPTION

Job Title:	P.E./Athletic Technician II	Range:	41
Date Revised:	10/29/02	Date Approved:	5/22/02

PRIMARY PURPOSE

This position is responsible for supervising the daily operations of the College's Physical Education centralized laundry center, maintains the athletic equipment and sets up facilities for athletic events.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Performs a variety of duties related to the daily operation of the centralized laundry center
2.	Supervises the washing, drying, folding and coordination of distribution of athletic laundry and uniforms to campus locations
3.	Performs technical maintenance and repair on computerized laundry equipment; maintains automated chemical dispensing unit
4.	Trains and provides work direction and guidance to others as directed
5.	Maintains budget and purchases laundry chemicals; determines need for replacement of various equipment, conducts research through numerous vendors to determine replacement availability, recommends the purchase of athletic and safety equipment, and assists in coordinating purchases
6.	Supervises facility for athletic events; sets up, operates, troubleshoots, and maintains repair of a complex timing system, which includes computers, electronic sending units, cables, scoreboard and public address system
7.	Secures, receives, stores, releases and maintains inventory of all athletic materials, equipment, uniforms and medical supplies/equipment using a computerized system and providing a check and balance system for training staff; distributes medical supplies and equipment to various locations
8.	Inspects clothing and equipment for needed repairs and mends as necessary
9.	Receives, evaluates and generates work order requests; determines urgency of need; meets with facility personnel to insure completion of work requests
10.	Learns and applies emerging technologies and as necessary to perform duties in an efficient, organized, and timely manner
11.	Performs related duties as assigned

WORKING RELATIONSHIPS

The P.E./Athletic Technician II maintains frequent contact with athletes, coaches, and students enrolled in physical education courses, as well as with other staff, and outside agencies.

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EDUCATION AND EXPERIENCE

High School Diploma; 1-2 years experience in the maintenance of physical education and athletic equipment; Cardiopulmonary Resuscitation Certification.

KNOWLEDGE, SKILLS, AND ABILITIES**Knowledge of:**

- Equipment, materials, and supplies used in competitive sports
- Methods of cleaning, maintaining, repairing, and sewing athletic uniforms, equipment, and gear
- Preparing for physical education classes and athletic events
- Basic inventory and record keeping techniques and methods
- General health and safety guidelines
- Organization, operations, policies and objectives
- Knowledge of record keeping techniques
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Various computer software applications
- Emergency advanced first aid

Ability to:

- Operate personal and/or mainframe computers
- Operate washers, dryers, and sewing machines
- Maintain and repair equipment, uniforms, and physical education gear
- Organize and sort wide variety of items into an efficient supply system
- Interpret, apply and explain rules, regulations, policies and procedures
- Plan, organize and prioritize work
- Meet schedules and time lines
- Work independently with little direction
- Understand and follow oral and written directions
- Communicate effectively, both orally and in writing
- Understand scope of authority in making independent decisions
- Review situations accurately and determine appropriate action according to established guidelines
- Establish and maintain effective working relationships with others

WORKING CONDITIONS

Indoor and outdoor environment; subject to adverse weather condition; subject to lifting up to 50 pounds unassisted; extended standing, repetitive bending and stooping; subject to exposure to cleaning agents.
