

MT. SAN ANTONIO COLLEGE

Human Resources

REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS****This form is used to gain approval prior to recruiting for a position.****Instructions for completing this form are located on the back.**Position: Kinesiology/Athletics Equipment Tech IIDepartment: Kinesiology, Athletics & DanceTime (FTE): 100 Term (months/year): 12Work Schedule (Days, Hours): M-F 7-4 (May have alternate schedule)Salary Schedule (Range): A-63

Background and Rationale (use back of form if additional space is needed):

Position supports athletic teams and classes in the stadium facility. Oversees our largest programs andcurrently our largest athletics facility. Supports inventory, set up and supplies, also assists with athletic special eventsin the stadium all year. Sets up equipment, classes and athletics events.☒ Continued Funded Position (ex. Vacancy)Former Employee (if applicable): Taylor DimiusLast day of employment: 1/2/22Reason for vacancy: Resignation(Attach **Existing** Job Description)☐ Newly Funded Position Fiscal Year _____☐ No Existing Job Description
(Attach Draft of **New** Job Description)☐ Classified☐ Confidential☐ Supervisory☐ Administrative****For Temporary Special Project Administrators only**☐ Temporary Special Project Administrator
(Refer to AP 7135)

Temporary Special Project Administrators can only be hired through the end of the current fiscal year. These positions can be renewed each fiscal year, for up to five (5) years maximum with a status change form.

Funding From: _____

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). Title to level II, since the assignment now handles laundry in the new facility.

Reclassifying the Kinesiology Equipment Tech I A-60 to Kinesiology Equipment Tech II A-63Please list the Account Number(s) and Budget Amount(s) that is/are being used **to fund** this Position. **This section MUST be completed in order to provide budget for the position.**Account Number(s): 11000-363000-251000-083500 -2100100 % Amount \$ 45,607.85,521

Account Number(s): _____

_____ % Amount \$ _____

Funding: (check all that apply) ☒ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant/temporary funded): Beginning date: _____ End date: _____

Comments: _____

Signatures: Hiring Manager: Joe Jennum

1. Requesting Manager Signature

Date

12/14/21

4. Human Resources Signature

Date

2. Division Vice President Signature

Date

01/18/2022

5. Vice President, Human Resources

Date

3. Chief Compliance/Budget Officer Signature

Date

☒ Funding available ☐ Funding not available Position Number: CA9936 Contract Number: _____Comments: The additional cost is funding from the department Supplies account.**Reviewed by President's Cabinet, the following action was taken on the above request:**☒ Approved to fill immediately☐ Denied☐ ModifiedIf position **does not have funding**, provide funding directions: _____

Rationale: _____

6. Signature of President/CBO

1.25.22

Date

**MT SAN ANTONIO COLLEGE
FY 2021-22 SALARY PROJECTION**

POSITION NUMBER	FTE	SCH	RANGE	STEP	TOTAL MONTHS	TITLE	FUND	ORG	ACCT	PROG	ACTIV	ACCOUNT PERCENT	TOTAL SALARY	TOTAL BENEFITS	TOTAL SALARY & BENEFITS	Funding Source
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2021-22 Budget for Position to be Reclass:

CA9936	1.000	UA	60	3	12	Kinesiology/Athletic Tech I	11000	363000	251000	083500	2100	100.00%	50,029	33,488	83,517	UGF
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2021-22 Cost of Reclassified Position:

CA9936	1.000	UA	63	3	12	Kinesiology/Athletic Tech II	11000	363000	251000	083500	2100	100.00%	51,546	33,975	85,521	UGF
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Additional Cost to convert from Kinesiology/Athletic Tech I A-60 to Kinesiology/Athletic Tech II A-63	1,517	487	2,004
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KINESIOLOGY/ATHLETIC TECHNICIAN II

DEFINITION

Under general supervision, oversees the daily operation of the centralized laundry center; maintains, issues, inventories, and stores athletic and kinesiology equipment; maintains kinesiology and athletics facilities in a clean and sanitary condition.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Dean, Kinesiology. Provides technical and functional direction and training to student workers.

CLASS CHARACTERISTICS

This is the advanced journey-level in the Kinesiology/Athletic Technician class series responsible for overseeing the daily operation of a centralized laundry center, in addition to the inventory and maintenance of athletic equipment, uniforms, supplies, and facilities. Typical duties include washing, drying, folding, and coordinating the distribution of practice and game uniforms for all athletic teams, maintaining athletic equipment inventory, athletic event set-up, requesting maintenance services for athletic facilities, and preparing uniforms, equipment, and supplies for competitive games. Employees at this level are required to be fully trained in all procedures related to the assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative. This class is distinguished from the Athletic Trainer in that the latter plans, coordinates, and implements programs for the care, treatment, rehabilitation, and prevention of physical injuries of students engaged in athletic programs.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Oversees the daily operation of the centralized laundry center, including washing, drying, folding, and coordinating the distribution of practice and game uniforms for the athletic team and supplies for the training rooms.
- Performs technical maintenance and repair of computerized laundry equipment; maintains automated chemical dispensing unit.
- Trains and provides work direction and guidance to student workers and assigned staff as directed.
- Assists in monitoring expenditures and maintaining the budget for laundry supplies; purchases laundry supplies as needed.
- Determines the need for replacement of various equipment and researches vendors to determine replacement availability; recommends purchase of athletic and safety equipment; assists in coordinating the ordering and purchasing equipment; maintains proper inventory and related records.
- Prepares and maintains playing fields, pools, courts, and related facilities in a clean, safe, and orderly condition for kinesiology classes, practices and special events, tournaments, playoffs, and competitions; makes minor repairs to and performs minor maintenance on assigned facilities.
- Sets up and tears down designated areas of assignment; prepares down markers, clocks, flags, nets, goals, and other materials needed for kinesiology classes, practices and special events, tournaments, playoffs, and competitions; waters and marks the fields as needed; performs game clock duties as needed.
- Maintains athletic and kinesiology equipment, supplies, and uniforms in good repair and in a sanitary condition; arranges for equipment to be cleaned, reconditioned, and repaired; completes work orders for needed maintenance and repairs.
- Issues and collects uniforms, equipment, and supplies for kinesiology classes, practice, and competitive use; maintains records of equipment issued to individuals; sets out uniforms prior to games; properly fits uniforms and equipment; makes minor repairs to equipment as needed.

- Receives and stores clothing for subsequent use; sorts and processes clothing for cleaning; inspects clothing and equipment for damage and notes lost or missing items.
- Assists in packing and loading equipment for trips and controls equipment use at athletic events; travels with teams to athletic events as required; launders uniforms for tournaments or when traveling with the team.
- Orders and stores supplies and equipment as needed; maintains proper inventory and related records.
- Transports and delivers water and ice for athletic events; distributes medical supplies and equipment to various locations.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operational characteristics and maintenance principles and practices of a centralized laundry center and associated equipment, including commercial washer and dryers.
- Principles and practices of preparing and maintaining athletic facilities and equipment in a clean, sanitary, and orderly condition.
- Materials, supplies, uniforms, and equipment used in team and individual sports.
- Methods and techniques to properly launder, repair, and recondition equipment and uniforms.
- Methods of appropriately fitting various athletic uniforms and equipment to provide comfortable fit and adequate protection.
- Basic methods and techniques for setting up athletic equipment.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Record keeping principles and procedures.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, various socio-economic and ethnic groups.

Skills & Abilities to:

- Operate and maintain automated laundering equipment.
- Maintain inventory and other routine records.
- Perform mending and repair of athletic clothing and equipment used in sports activities.
- Evaluate each athlete's uniform and protective equipment needs.
- Properly fit uniforms and/or equipment to ensure adequate protection and comfort.
- Operate a variety of tools and equipment related to an athletic and locker room environment.
- Estimate and order required supplies and equipment.
- Interpret, apply, and explain applicable District policies, rules, and regulations related to areas of responsibility.
- Make accurate mathematical computations.
- Establish and maintain a filing, record keeping, and tracking systems.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and three (3) years of experience in a kinesiology or athletic environment with emphasis on maintaining athletic facilities and equipment.

Licenses and Certifications:

- The incumbent may periodically be required to travel to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California driver's license.

PHYSICAL DEMANDS

Must possess mobility to work in an athletic facility and in a standard office setting and use standard office and athletic equipment, including a computer; to operate a motor vehicle ~~and~~ to visit various District and event sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must possess the physical stamina, strength, and mobility to perform medium to heavy physical work to arrange facilities and fields for events and/or practices. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate the equipment mentioned above. Incumbents in this classification frequently bend, stoop, kneel, reach, climb, and walk on uneven surfaces to prepare athletic fields and equipment and to participate in athletic activities; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects, typically weighing up to 50 pounds, and occasionally heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees primarily in outdoor environments and are occasionally exposed to loud noise levels, cold and/or hot temperatures, chemicals, dust, fumes, allergens, and hazardous/moving equipment and machinery. Employees may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.