Equipment Technician

Position: 5259–c–02–16
Opening Date: June 16, 2016
Closing Date: July 7, 2016

Description of Position

Under the direction of the Director, Athletics, the Equipment Technician receives, fits, issues, cleans, stores, repairs, inventories and maintains equipment, athletic apparel and supplies for the Athletics Department; prepares equipment for competition; attends and provides supplemental supervision for home athletic competitions, provides technical support to athletic coaching staff, and students; issues lockers to student-athletes, coaches and staff.

Minimum Qualifications

Education and Experience:
Any combination equivalent to:
• Graduation from high school.
• Two years of college-level coursework and experience handling athletic equipment related to a high school or collegiate sports program.
• Certification or ability to obtain Athletic Equipment Manager Association (AEMA). Certification is highly desirable.

Licenses and Other Requirements

• Valid California driver’s license.
• An incumbent must be insurable at the “standard rate” by the employer’s insurance carrier at all times while employed in this classification by the College of the Sequoias.

Representative Duties

• Issues, collects and stores equipment, uniforms and towels for Athletics Department; maintains accurate records of equipment issued to eligible student-athletes, coaches and staff.
• Issues lockers to student-athletes and staff; records in accordance with department procedures.
• Receives, marks, issues, checks, launders/disinfects and repairs athletic apparel, equipment and supplies as necessary.
• Fits athletic equipment for men and women’s intercollegiate sports teams.
• Coordinates purchasing activities with vendors and coaches; special orders supplies as needed.
• Repair on athletic equipment as needed; assists in maintaining inventory and reports missing equipment and supplies.
• Prepares uniforms, supplies and equipment for home and away athletic events; assists in setting up facilities for home athletic events; programs and tests electronic timing and scoring systems.
• Maintains athletic equipment room in a safe and orderly manner.
• Provide training and work direction to student employees.
• Assist with the sets up of sound system equipment, score boards, and media equipment.
• Implement National Collegiate Athletic Association (NCAA) and California Community College Athletic Association (CCCAA) rules and regulations as related to equipment to ensure the health and safety of student-athletes participating in contact sports.
• Perform related duties as assigned.
Working Conditions

Environment
• Indoor/Outdoor Environment
• Driving a vehicle to conduct work
• Evening, weekend hours

Physical Abilities
• Ability to communicate with students and employees
• Ability to stand and sit for extended periods of time
• Ability to climb, lift and carry objects weighing up to up to 50 pounds

Conditions of Employment
• Salary is at Range 23 AA ($13.82 hourly)
  Initial placement on Step AA.
• Salary increase after 6 months of satisfactory service;
  increases annually thereafter.
• Minimum 5% increase if promoted.
• 10–working month probationary period.
• Union membership upon employment.
• PERS Retirement.

Screening Procedure
Only complete application packages will be evaluated by a qualified screening committee as soon as possible after the closing date. Meeting the minimum qualifications does not assure the candidate an interview. Application materials will be screened to determine the extent to which they meet the Representative Duties. A selected group of candidates will be invited for oral interviews. After initial interviews, finalists may be asked to return for a second interview.

All costs incurred as a result of the application/selection process shall be borne by the candidate.

Application Procedure
Applicants must submit the following materials which must be received by Human Resource Services on or before the application deadline:

July 7, 2016 / 4:30 p.m.

• Completed COS classified application form
• Letter stating your interest in this position and your accomplishments which have prepared you for this position
• Resume

Send to:
Linda Reis
(559) 730-3867
LindaRei@cos.edu
Human Resource Services
Position 5259–c–02–16
College of the Sequoias CCD
915 S. Mooney Blvd.
Sequoia Building, Room 5
Visalia, CA 93277

Notice to all candidates for employment

"College of the Sequoias Community College District is an equal opportunity employer. Prospective employees will receive consideration without discrimination because of race, creed, color, national origin, sex, gender, sexual orientation, age, religion, mental or physical disability, medical condition, genetic information, marital status, military service, or any other basis protected by law."

"College of the Sequoias Community College District provides reasonable accommodations to qualified applicants with disabilities. If you need a reasonable accommodation for any part of the job application and hiring process, please contact a representative from Human Resources at (559) 730-3867 to request a reasonable accommodation."

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