

**Kinesiology/Athletic Technician II
Mt. San Antonio College**

Direct Link: <https://www.AcademicKeys.com/r?job=251973>

Downloaded On: Apr. 20, 2025 7:37pm

Posted Jan. 23, 2025, set to expire May 17, 2025

Job Title Kinesiology/Athletic Technician II
Department Kinesiology, Athletics & Dance
Institution Mt. San Antonio College
Walnut, California

Date Posted Jan. 23, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Health Sciences
Administration - Other

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Job Description

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Position Number:CM-208-2024

Division: Kinesiology, Athletics & Dance

Department: Kinesiology/Athletics

FTE: 100

Term (month/year): 12 Months/Year

Annual Salary Step Range: \$55,962.60 - \$71,424.24

Initial Screening Date: 01/28/2025

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Position Description

Position Overview:

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):

1. 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.
2. Performs technical maintenance and repair of computerized laundry equipment; maintains automated chemical dispensing unit.

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3. Trains and provides work direction and guidance to student workers and assigned staff as directed.
4. Assists in monitoring expenditures and maintaining the budget for laundry supplies; purchases laundry supplies as needed.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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.
12. Orders and stores supplies and equipment as needed; maintains proper inventory and related records.
13. Transports and delivers water and ice for athletic events; distributes medical supplies and equipment to various locations.
14. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.
15. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
16. Supports and abides by federal, state, local policies, and Board Policies and Administrative Procedures.
17. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
18. Prepares and delivers oral presentations related to assigned areas as required.

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19. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.

20. Performs other related duties as assigned.

Qualifications

Knowledge of:

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Operational characteristics and maintenance principles and practices of a centralized laundry center and associated equipment, including commercial washer and dryers.
3. Principles and practices of preparing and maintaining athletic facilities and equipment in a clean, sanitary, and orderly condition.
4. Materials, supplies, uniforms, and equipment used in team and individual sports.
5. Methods and techniques to properly launder, repair, and recondition equipment and uniforms.
6. Methods of appropriately fitting various athletic uniforms and equipment to provide comfortable fit and adequate protection.
7. Basic methods and techniques for setting up athletic equipment.
8. Modern office practices, methods, and computer equipment and applications related to the work.
9. Record keeping principles and procedures.
10. English usage, spelling, vocabulary, grammar, and punctuation.
11. 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 and Abilities:

1. Advocate for and communicate the Colleges vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Participate in addressing gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in the recruitment and retention of staff.
3. Participate in providing resources and support towards the goal of a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
4. Operate and maintain automated laundering equipment.
5. Maintain inventory and other routine records.
6. Perform mending and repair of athletic clothing and equipment used in sports activities.

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7. Evaluate each athletes uniform and protective equipment needs.
8. Properly fit uniforms and/or equipment to ensure adequate protection and comfort.
9. Operate a variety of tools and equipment related to an athletic and locker room environment.
10. Estimate and order required supplies and equipment.
11. Interpret, apply, and explain applicable District policies, rules, and regulations related to areas of responsibility.
12. Make accurate mathematical computations.
13. Establish and maintain a filing, record keeping, and tracking systems.
14. Organize own work, set priorities, and meet critical time deadlines.
15. Operate modern office equipment including computer equipment and software applications programs.
16. Use English effectively to communicate in person, over the telephone, and in writing.
17. Understand scope of authority in making independent decisions.
18. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
19. 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:

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

Desirable Qualifications:

1. Experience and/or Certified in Fitting Football Helmets and shoulder Pads
2. Experience in supporting Track and Field and Athletic Special Events equipment setup.
3. Experience working with policies and procedures relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI); OR
4. Experience with participation in programs relating to diversity, equity, inclusion, social justice, anti-

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Licenses and Certificates:

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 drivers license.

To apply, visit <https://hrjobs.mtsac.edu/postings/13328>

Our Mission: The mission of Mt. San Antonio College is to support all students in achieving their educational goals in an environment of academic excellence. Specifically, the College is committed to providing quality education, services, and workforce training so that students become productive members of a diverse, sustainable, global society. The College pledges to prepare students for lifelong learning through the mastery of basic skills, the achievement of associate degrees and certificates, and the completion of career and transfer pathways. The College will carry out this commitment by providing an engaging and supportive teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. The College is dedicated to serving our community through improving economic achievement, advancing civic engagement, enhancing personal well-being, promoting critical thinking, and enriching aesthetic and cultural experiences.

Our Vision: Mt. San Antonio College strives to be regarded as one of the premier community colleges in the nation. We will be viewed as a leader in community college teaching, programs, and services. As a premier community college, we will provide access to quality educational programs and services, focusing on student success within a climate of integrity and respect. We will earn this reputation by consistently exceeding the expectations of our students, our staff, and our community.

The College is an equal opportunity employer. The policy of the College is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (gender), age, sexual orientation, or the perception that a person has one or more of these characteristics.

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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