

## San Jose · Evergreen Community College District Classified Job Description

**Position:** Instructional Laboratory Technician II,  
Physical Education & Athletics

**Department:** P.E./Athletics

**Location:** SJCC or EVC

**Date:** March 16, 1994

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### POSITION PURPOSE

Under the general supervision of a Dean or assigned administrator, the position performs support services for a variety of courses in the Men's or Women's Physical Education and Athletics programs by providing uniforms, supplies, equipment and related logistical support to lecture, laboratory, or other activities; prepares uniforms, supplies and equipment using special methods and procedures related to the discipline. Direct or general supervision is provided by management or academic personnel. Technical and functional supervision may also be provided by instructional or higher level classified personnel. Responsibilities may include providing technical and functional direction to other Instructional Laboratory Technician I positions or student assistants as assigned.

### DISTINGUISHING CHARACTERISTICS

Positions in this class are distinguished from the Level I by the planning and scheduling support in order to serve a variety of courses with differing needs requiring diversity in the kinds of materials, supplies and equipment and, therefore, greater skill in serving this diversity. Positions in this class, as opposed to the level I, require use of judgment related to the suitability of materials related to specific classes and skill in logistics related to meeting a variety of needs simultaneously. Materials preparation at this level requires learning methods and techniques related to the discipline and judgment in determining the appropriateness of the material produced while at the I level, the preparation primarily involves following instructions or formulas and little judgment of the product result. Positions at the I level, primarily dispense or arrange equipment while at the level II, assignments frequently involve knowledge of equipment operation and the ability to perform enough repair to keep the equipment functioning or to identify malfunctions requiring technical repair. In addition to performing the duties of the Level I, positions at the level are also responsible for some administrative purchasing functions. Positions in the II level are distinguished from the III level by providing comprehensive support for homogeneous learning facilities areas while at the III level, support usually is more complex because support must be provided for several learning areas with differing facilities and needs or maintenance and operation of technical or highly complex equipment and requiring skills related to the knowledge of the discipline.

### KEY DUTIES AND RESPONSIBILITIES:

1. Maintain and assure the security of the assigned instructional facility and related areas.
2. Issue, receive and store athletic uniforms, equipment, and reusable supplies used by classes and individuals.
3. Prepare, transport, set up, and take down uniforms, equipment, and supplies used in instructional demonstrations, exercise, practicals, and athletic events.
4. Discuss future laboratory activities and scheduled events with instructors; prepare facilities and assemble supplies and equipment.
5. Demonstrate to students the proper and safe operation of assigned equipment.
6. Maintain stock levels and inventories of necessary supplies and equipment; reorder, pick up, and deliver as authorized.
7. Perform basic informational activities in determining pricing, availability, and specifications of necessary supplies and equipment.

8. Obtain and maintain Material Safety Data Sheet.
9. Ensure safe handling, storage and proper labeling of hazardous materials and hazardous waste which may include performing any departmental inspections as required by regulatory agencies.
10. Clean and maintain equipment and supplies and ensure their safekeeping; clean and provide for general maintenance of the equipment storage room, locker room, and shower areas at conclusion of scheduled activities.
11. Identify repair or maintenance problems within assigned facility and notify appropriate personnel.
12. Perform preventive maintenance on equipment and make minor repairs; report need for major repairs or place service calls as authorized.
13. Prepare space and facilities for visiting teams.
14. Operate a washer and dryer to launder and maintain inventory of towels; sort and process clothing for cleaning, and launder washable game gear and practice gear.
15. Perform a variety of miscellaneous office work such as preparing purchase requisitions, answering the telephone, scheduling appointments, photocopying and distributing mail.
16. Provide general information regarding assigned program to participants, potential participants, and other interested parties.
17. Maintain routine records, files, inventories, and reports.
18. Order, pick up, set up and operate audio-visual equipment needed to conduct laboratory presentations and demonstrations.
19. Drive van or other vehicle as related to support of athletics, athletes, and physical education programs.
20. Update bulletin boards and operate electronic score keeper.
21. Perform other related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

1. Basic procedures and practices of maintaining a supply room and storage area.
2. Tools, equipment, materials, and supplies which are used in competitive sports, physical education and athletic activities.
3. Care and maintenance of physical education and athletic equipment, materials and supplies.
4. Supply and inventory procedures for the effective maintenance of stock levels.
5. Proper and safe operation of physical education and athletic facilities.
6. Modern office practices and procedures including filing and the operation of office equipment including personal and on-line computers.

### **Skills and Ability to:**

1. Maintain and repair physical education and athletic equipment.
2. Identify physical education and athletic facility repair and maintenance needs.
3. Perform a variety of cleaning tasks in the maintenance of a physical education and athletic facility.
4. Apply language skills to read and interpret documents such as safety rules operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; and speak effectively before groups of students or faculty.
5. Apply mathematical skills to add, subtract, multiply and divide using whole numbers, fractions, and decimals; convert from one unit of measure to another; and compute rate, ratio, and percent.
6. Utilize reasoning skills to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form; and deal with problems involving several concrete variables in standardized situations.
7. Effectively communicate and interact with persons of diverse backgrounds and abilities
8. Establish and maintain cooperative working relationships with those contracted during the course of work.
9. Lift and move up to 50 pounds.

**Experience and Education:**

1. Any combination of experience and education that could likely provide the required knowledge and abilities would be qualifying. The knowledge and abilities could be obtained from education equivalent to an Associate's degree from a two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.
2. Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic backgrounds of groups historically underrepresented, and groups who may have experienced discrimination.
3. Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the District's hiring policy; or demonstrated equivalent transferable skills to do so.

**License or Certificate:**

1. Possession of a valid California Driver's License.

**WORKING CONDITIONS**

**Environment:**

1. Typical office environment and storage room

Board Approved: 3/16/1994

Salary Range: 66

EEO Category: 2B3 – Technical/Paraprofessional