
Auburn University Job Description

Job Title: **Mgr, Equipment Operations**

Job Family: No Family

Job Code: **BA79**

Grade 34: \$45,100 - \$75,100

FLSA status: Exempt

Job Summary

Under supervision of the Associate Athletic Director, Equipment Operations, manages equipment operations for intercollegiate sports programs.

Essential Functions

1. Manages equipment operations for intercollegiate sports programs. Ensures coaches and team members are properly outfitted for competition and practice.
2. Ensures that athletic equipment is repaired, maintained, and that NCAA, NOCSAE, and Southeastern Conference (SEC) rules and regulations, as they apply to athletic equipment, and OSHA standards are followed.
3. Collaborates with AD Equipment Operations to coordinate travel plans for equipment for away competition.
4. Receives, inventories, and distributes all incoming equipment and uniform freight shipments for the Athletic Department.
5. Oversees the cleaning and serviceability of all athletic equipment.
6. Manages and coordinates the work of equipment staff and/or students engaged in the day-to-day operations of activities.
7. Oversees the Athletic Department's shipping and mail operations. Processes incoming and outgoing mail and packages. Prepares and monitors budget for mail operations.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Sports Management, Sports Administration, Business Administration, Management, or relevant field.
Experience (yrs.)	4	Experience in equipment management operations for collegiate or professional sports teams.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of sports equipment and apparel, repair, care, and operations of equipment, and uses related to student athletics.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 100 pounds.

Job occasionally requires and lifting more than 100 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 2/1/2017
