
Auburn University Job Description

Job Title: **Equipment Attendant**

Grade AT03: \$33,900 - \$50,900

Job Code: **BB05**

FLSA status: Exempt

Job Family: Athletics

Job Function: Athletics Equipment

Job Summary

Under moderate supervision, the Equipment Attendant supports the operation of the equipment room by maintaining the inventory, maintenance, and distribution of sports equipment and supplies used by the university athletic teams. Ensures that equipment rooms are well-organized and maintained, providing easy access to essential gear for athletes and coaches. Collaborates with coaches and athletes to understand their equipment needs and preferences, ensuring they have the necessary gear.

Essential Functions

1. Makes informed decisions on equipment issues and provides valuable recommendations for optimizing the performance of student-athletes. Exercises independent judgment when ordering, using forecasted future needs to ensure that the sport has the needed equipment and supplies. Assists coaches in selecting and ordering equipment for practices and games, making recommendations based on the sport's schedule and practice schedule, and staying within the given budget. Provides valuable recommendations on stock requirements based on the sport's schedule and practice needs.
 2. Establishes and maintains effective communication channels with coaches of the designated sport, promptly addressing any equipment-related needs and inquiries. Working closely with coaches and athletes to understand their equipment needs and preferences, and making recommendations accordingly.
 3. Maintains a comprehensive inventory system for sports supplies and equipment, tracking quantities, locations, and conditions. Ensures proper records are kept for certified and inspected equipment, particularly in cases of injuries. Manages inventory tracking for apparel and other items while integrating Radio-Frequency Identification (RFID) technology into the system.
 4. Receives, maintains, and organizes deliveries of sports supplies and equipment, ensuring timely delivery to coaches and players. Ensures the team has access to the required items for practices, games, and travel. Receives and delivers mail, packages, and supplies to various departments and sites for Auburn Athletics.
 5. Assists in preparing supplies and equipment for athletic team travel. Ensures all necessary items are available and properly packed for away games and competitions. Sets up and stocks locker room with appropriate equipment for home and away games.
 6. Collaborates with the equipment team to brainstorm best practices and efficiency improvements, aiming to enhance services for sports and student-athletes. Conducts research on other institutions and suppliers to meet team and coach requests, evaluating products and pricing to ensure the needs of student-athletes are met effectively.
 7. Collaborates with relevant departments to coordinate equipment replacements or upgrades as necessary.
 8. Handles the proper laundering and upkeep of uniforms and other equipment.
 9. Assists in photo shoots for recruiting purposes, ensuring athletes have access to proper equipment for promotional materials.
 10. Tracks the return of equipment after practices and games, ensuring nothing is misplaced or left unaccounted for.
 11. Manages and distributes employee and coach gift as needed.
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12. Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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	Bachelor's Degree	No specific discipline.
Experience (yrs.)	0	Experience in maintaining and stocking athletic equipment and supplies, record keeping, or logistics and supply chain management.

Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of various sports equipment and their proper care and maintenance. Working knowledge of sports equipment and protective gear needs and uses related to student athletics. Working knowledge of all NCAA and SEC policies and guidelines along with university compliance policies to ensure all compliance, licensing, and marketing regulations are followed. Familiarity with inventory tracking systems and equipment maintenance protocols. Excellent communication and teamwork skills to collaborate effectively with athletes, coaches, and department staff.

Certification or Licensure Requirements

None Required.

Pre-Employment Screening 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.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires reaching, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires standing, walking, sitting, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting more than 100 pounds.

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

Date: 8/3/2023
