



## Savannah State University Position Description – Equipment Manager

### ***POSITION DESCRIPTION***

Position Title: Equipment Manager FLSA Status: Exempt  
Reports to: Athletics Director  
Division: Athletics  
Date Prepared: January, 2011

### ***BASIC FUNCTION***

This position will provide support for 16 Division I Men and Women athletic teams in relation to the acquisition of equipment, inventory, laundry and safekeeping of equipment for all varsity athletic teams. This position will also be responsible for game management and operations for selected intercollegiate events and all areas of the intercollegiate athletic equipment room operation. Keeps accurate records and maintains an ongoing inventory with respect to the issue, purchase, distribution, repair, reconditioning and use of athletic equipment.

### ***NATURE & SCOPE***

Reports to the Assistant Athletic Director for Team Operations to ensure that all purchases are within budgetary allocations. Works under the direct supervision of the Assistant Director for Team Operations to ensure that all necessary equipment is prepared for practices and contests for 16 intercollegiate sports. Sets up for football practices with respect to distribution of practice gear and equipment, sideline set up, and football games. Responsible for the laundry operation by providing laundry service for practice apparel and uniforms. Locker room maintenance via work order system. Complies with all NCAA, Conference and University rules and regulations. Supervises, hires and trains a staff of efficient work-study students.

### ***PRINCIPLE ACCOUNTABILITES***

- Perpetual inventory of all football equipment and supplies
- Organize and maintain equipment room
- Keep adequate and appropriate laundry schedule
- Maintain adequate timelines for inventory needs
- Maintain copies of orders and receiving log book
- Forecast equipment needs
- Fits or monitor fit of equipment to ensure appropriate size and fit for student athletes
- Coordinates with coaches about equipment needs
- Administers department/university policy and procedures
- Maintain office hours to correspond with receiving of goods delivered to athletic facility
- Maintain appropriate electronic and paper fulfillment documents
- Coordinate completing PeopleSoft receiving documents with Central Receiving
- Basketball game day management
- Additional duties as assigned

### ***SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED***

An undergraduate degree is required. Driver's license required. Experience working as an Intercollegiate Athletic Equipment Manager preferred. The ability to demonstrate dependability as working weekends, nights and holidays is required. Routine lifting of heavy weight is anticipated. Applicant must be able to routinely lift heavy equipment on frequent occasions. Pushing, pulling, lifting, bending and ladder climbing are all considered routine and essential. Must be extremely well organized and highly motivated with strong interpersonal and communication skills. Must have very strong computer skills and be proficient in Microsoft Word and Excel.