

Operational Support
Position Description for

Equipment Manager

Qualifications:

Essential Skills

1. High school graduate, GED and/or equivalent work experience.
2. Strong communication skills.
3. Ability to maintain appropriate interpersonal relations with students, parents, and other staff of the district.
4. Ability to read and write work directions.
5. Ability to lift 50 pounds, bend, stoop, climb and reach.
6. Ability to organize own work.
7. Such alternatives to the above as the administration finds appropriate.

Preferred Skills

1. Prior experience as an athletic equipment manager.
2. Basic knowledge of cleaning procedures.

Function:

To provide operational support to local coaches and facility supervisors to ensure a safe and orderly athletic and physical education program. The Equipment Manager reports to the site Assistant Principal / Athletic Director.

Essential Duties and Responsibilities:

1. Assists athletic director/coaches with issuing and collecting uniforms, ordering equipment and inventory of all athletic equipment after each season.
2. Assists coaches with the setup and tear down for all regular and special sports functions and campus competition. Have equipment ready for the activity and once concluded is stored appropriately.
3. Cleans and maintains athletic Gymnasium and Sports facility as it relates to (e.g. lobby, concession stands, restrooms, ticket booths, and press box) for the purpose of providing an attractive, clean, safe and sanitary environment.
4. Implement Preventative Maintenance program for all athletic equipment. (football equipment, wrestling mats, weight lifting equipment, high hurdles, high jump equipment, not all inclusive). Including Sound System and Scoreboards: Training on how to operate, maintain the sound system, scoreboard and lighting system for the purpose of meeting job standards.
5. Inventories and identifies new equipment as school district property for the purpose of keeping accurate records of purchases and tracking where the school property is located.
6. Maintains gym floors, lobby areas and picks up refuse after each sports event for the purpose of maintaining a clean, safe and sanitary facility.
7. Organizes and supervises the equipment storage area for athletics and physical education including repair and laundry of towels and uniforms for the purpose of having equipment easily accessible for use/distribution and keeping property clean and sanitary.
8. Support the Plant Manager during the summer months with agreed upon list of duties; to be defined by the Athletic Director and Plant Manager for the purpose of ensuring a good athletic department.

Other Responsibilities:

1. May work with the maintenance crew in summer when school is not in session.
2. Performs and completes other tasks as assigned.

Responsible to: This employee is responsible to the Assistant Principal/Athletic Director.

Terms of Employment: 11 month assignment

Evaluation: This position will be evaluated annually as outlined in Governing Board Policy.

FLSA: Non-exempt.

Adopted 3/20/08