AUBURN
Human Resources

Mgr, Equipment Operations

Job Description

JOB INFORMATION

Job Code	BA79
Job Description Title	Mgr, Equipment Operations
Pay Grade	AT07
Range Minimum	$55,920
33rd %	$68,970
Range Midpoint	$75,490
67th %	$82,020
Range Maximum	$95,070
Exemption Status	Exempt
Organizational use restricted to the following divisions	130 Director Intercollegiate Athletics
Approved Date:	11/20/2019 9:45:28 PM
Legacy Date Last Edited	3/16/2023

JOB FAMILY AND FUNCTION

Job Family:	Athletics
Job Function:	Athletics Equipment

JOB SUMMARY

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

RESPONSIBILITIES

- Manages equipment operations for intercollegiate sports programs. Ensures coaches and team members are properly outfitted for competition and practice.
- 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.
- Collaborates with AD Equipment Operations to coordinate travel plans for equipment for away competition.
- Receives, inventories, and distributes all incoming equipment and uniform freight shipments for the Athletic Department.
- Oversees the cleaning and serviceability of all athletic equipment.
- Manages and coordinates the work of equipment staff and/or students engaged in the day-to-day operations of activities.
- Oversees the Athletic Department's shipping and mail operations. Processes incoming and outgoing mail and packages. Prepares and monitors budget for mail operations.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Sports Management, Sports Administration, Business Administration, Management, or relevant field.	and	4 years of	Experience in equipment management operations for collegiate or professional sports teams.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Athletics Equipment Managers Association (AEMA) certification	Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting				X		
Lifting					X	
Climbing				X		
Stooping/ Kneeling/ Crouching				X		
Reaching					X	
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

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