AUBURN
Human Resources

Equipment Attendant

Job Description

JOB INFORMATION

Job Code	BB05
Job Description Title	Equipment Attendant
Pay Grade	AT03
Range Minimum	$37,740
33rd %	$44,030
Range Midpoint	$47,180
67th %	$50,320
Range Maximum	$56,610
Exemption Status	Exempt
Organizational use restricted to the following divisions	130 Director Intercollegiate Athletics
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	8/3/2023

JOB FAMILY AND FUNCTION

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.

RESPONSIBILITIES

- 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.
- 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.
- 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. 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.
- 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.
- 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.
- Collaborates with relevant departments to coordinate equipment replacements or upgrades as necessary.
- Handles the proper laundering and upkeep of uniforms and other equipment.

RESPONSIBILITIES

- Assists in photo shoots for recruiting purposes, ensuring athletes have access to proper equipment for promotional materials.
- Tracks the return of equipment after practices and games, ensuring nothing is misplaced or left unaccounted for.
- Manages and distributes employee and coach gift as needed.
- Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

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

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	no specific discipline.		0 years of	Experience in maintaining and stocking athletic equipment and supplies, record keeping, or logistics and supply chain management.	

Substitutions Allowed for Education	Yes

Substitution 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.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None 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		25
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		
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.