Title: Assistant Supervisor, Major Sports Equipment

Pay Scale Group: Exempt

Essential Function

Under general supervision from a designated administrator, manage and supervise athletic equipment for football.

Characteristic Duties

- Analyze and prepare equipment.
- Fit all protective equipment, ensure serviceability and perform preventive maintenance.
- Keep records of athletic equipment inventory.
- Attend daily practice and home and away games.
- Provide full logistical support for visiting teams.
- Assist in equipment transportation. Packing and unpacking of all athletic equipment for away games.
- Consult with coaches to establish equipment needs, and develop short- and long-term purchasing plans. Evaluate and recommend the replacement of athletic uniforms and equipment based on national safety standards.
- Monitor proper use of University logos on athletic apparel in accordance with licensing regulations. Work with vendors and agencies to resolve logo and licensing issues.
- Supervise the issuance and storage of uniforms and equipment. Develop issuance and return schedules and schedule staffing levels.
- Represent the department at university, local and national meetings and committee.
- Assist in overseeing purchasing of athletic equipment.
- Assist in negotiating with vendors and establish pricing and terms for contracts.
- Assist in providing direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Perform related duties based on departmental need.
Title: Assistant Supervisor, Major Sports Equipment

Pay Scale Group: 14

Unusual Working Conditions

- May require evening and weekend hours

Minimum Qualifications

- Bachelor’s degree with one (1) year experience; -OR- Associate’s degree with three (3) years experience; -OR- five (5) years experience. Experience must be in Athletic equipment maintenance or management. Must be certified by the Athletic Equipment Managers Association or obtain certification within one (1) year from date of hire.

Last updated: June 2010