



USF Job Class Description
JOB CODE: 9606
JOB TITLE: Athletic Equipment Manager
PAY PLAN: 21
CAREER BAND: E
FLSA: Exempt
CBU: 29
Revised: 02/13/2020

Job Title: Athletic Equipment Manager

Job Summary

The Athletic Equipment Manager supervises, coordinates, and participates in all activities related to the purchasing, storing, issuing, fitting and repairing of athletic equipment, clothing and uniforms for all University sport teams.

Nature of Work

This position typically reports to the Associate Director of Athletics or other appropriate high-level administrator in the Athletics department. The primary duties of this position involve purchasing athletic equipment, monitoring daily maintenance of equipment, and issuance of uniforms. Incumbents in this classification are required to travel to sporting events and maintain a variable work schedule dependent on the sport season. Based upon assigned functions, an Athletic Equipment Manager position qualifies for exempt status under the Administrative exemption of the Fair Labor Standards Act.

Examples of Duties

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this job class.

- Prepares and monitors the Athletic equipment budget.
- Monitors issuance of uniforms to team, coaches, or individual athletes; maintains accurate records and files regarding equipment check out.
- Monitors daily maintenance of equipment, which includes laundering, repair, and general upkeep of equipment.
- Coordinates student workers in performance of athletic equipment maintenance duties.
- Purchases athletic equipment; orders equipment according to department procedures; checks in equipment upon delivery to verify receipt.

- Performs minor repairs and preventative maintenance and/or arranges for repairs of equipment maintenance machines.
- Travels to athletic games as assigned to perform equipment maintenance responsibilities.
- Prepares equipment for distribution by stamping names or numbers on equipment in order to track it.
- Assists with fitting athletic equipment to individual athletes.
- Coordinates the preparation of facilities for inter-collegiate athletic team practices and contests.
- Stores and packs sporting equipment appropriately when not in use.

Minimum Qualification Requirements

This position requires a Bachelor's degree in Business Administration or related field and two years of experience in athletic equipment management; or, an equivalent combination of education and related experience.