

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title: COORDINATOR, ATHLETIC EQUIPMENT**

**Reports To:** Designated Supervisor

**UW Job Code:** 2275

**UW Job Family:** 37 - Athletics

**SOC Code:** 39-3099

**FLSA:** Exempt

**Pay Grade:** 19

**Date:** 8-1-19

**JOB PURPOSE:**

Coordinate the athletic equipment room functions including purchase, maintenance, issuance and inventory management of athletic equipment; coordinate department's fleet operations for transportation of equipment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Collaborate with coaches and staff to proactively and effectively address the equipment needs of assigned intercollegiate athletic programs, including purchasing, receiving, issuing, returns, maintenance, and repairs of equipment.
- Keep inventory on all apparel, footwear, and accessory items for assigned teams.
- Assist in the embellishment process of team-issued apparel.
- Assist in scheduling and coordinating student managers and interns as needed.
- Work with arena sports including Men's Basketball, Women's Basketball, Volleyball, and Wrestling.
- Assist in the development and monitoring of the equipment budget pertaining to assigned sports teams.
- Assist with fitting, maintenance, and repairs to athletic equipment.
- Disperses daily practice laundry and equipment, assists with the repair and maintenance of all sport-related apparel, gear and equipment as needed.
- Performs a variety of duties related to an intercollegiate equipment room, including periodic equipment inventories, inventory control, receiving, checking and recording daily UPS/FEDEX deliveries per protocol.
- Prepare and issuance of competition uniforms, locker room set up of both home and visitors for events.

**SUPPLEMENTAL FUNCTIONS:**

- Assist with practice and game laundry.
- Attend all home contests and away contests when necessary.
- Responsible for day-to-day problem solving of athletic equipment.
- Provide oversight and guidance of student workers.
- Evening and weekend hours with some travel is required.

**COMPETENCIES:**

- Attention to Detail
- Work Tempo
- Quality Orientation
- Initiative

**MINIMUM QUALIFICATIONS:**

Education: **Bachelor's degree**

Experience: **1 year work-related experience**

Required licensure, certification, registration or other requirements: **Valid driver's license**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- NCAA rules and regulations pertaining to equipment, awards, and events.
- Properly fit athletic equipment.
- Mechanics and function of laundry equipment and machinery, small shop tools, forklifts, trucks, and snowmobiles.
- Athletic equipment purchase, maintenance, and repair.
- Inventory control processes and procedures.
- Budget management principles and practices.
- Equipment set-up and take-down processes and procedures.
- Athletic equipment storage and cleaning practices and procedures.
- Bus and vanpool operations, scheduling, and coordination.
- Customer service standards and procedures.
- Occupational hazards and safety precautions of the trade.
- Basic supervisory principles, practices, methods and techniques.
- Video equipment operation and maintenance.

Skills and Abilities to:

- Use manual and physical dexterity to safely and efficiently perform repairs to athletic equipment.
- Properly fit athletic equipment.
- Safely and sufficiently operate laundry equipment and machinery, small shop tools, forklift, trucks, and snowmobiles.
- Move up to 50 pounds regularly and 100 pounds occasionally.

- Supervise and coordinate athletic equipment room operations.
- Purchase, maintain and repair athletic equipment.
- Manage inventory and budgetary responsibilities.
- Supervise, schedule, and train support staff.
- Coordinate student-athlete award program according to NCAA regulations.
- Coordinate maintenance, cleaning, and storage of athletic equipment.
- Maintain and train others in the use of snowmobiles.
- Schedule and account for use and maintenance of athletic bus and vanpool vehicles.
- Work closely and effectively with coaches, players, administrators, vendors, and the public.
- Foster a cooperative work environment.
- Communicate effectively, both orally and in writing.

**WORKING CONDITIONS:**

Warehouse environment; regularly exposed to mechanical, chemical and electrical hazards, dirt, dust, noise, and confined spaces. Subject to adverse weather conditions occasionally.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.