

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

ATHLETICS
3306 – Equipment Manager
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JOB TITLE: ATHLETIC EQUIPMENT MANAGER

REPORTS TO: Director of Athletics

NATURE AND SCOPE OF JOB:

To oversee operation of equipment room facilities, including outfitting all student athletes and coaches involved in interscholastic athletics, maintaining and storing equipment, and supervising equipment room staff and equipment.

MINIMUM ACCEPTABLE QUALIFICATIONS:

1. High school diploma or equivalent.
2. Knowledge of all types of athletic equipment and its proper use.
3. Knowledge of the care and maintenance of athletic equipment.
4. Hold a valid driver's license without serious violations.
5. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with all school stakeholders such as staff, administration, students, and parents.
6. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
7. Have excellent integrity and demonstrate good moral character.
8. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period, provide a sworn statement that there have not been any convictions of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
9. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
10. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.

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11. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers.
4. Employment interview.

EMPLOYMENT TERMS:

1. Length of the sports season, including practices prior to, and championship contest and other events related to the sport following the regular season.
2. Salary or hourly wage as specified in the written contractual agreement with the Board.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Equipment Manager shall:

1. Supervise and schedule assigned equipment room staff.
2. Schedule equipment room hours of operation to accommodate practices and games of athletic teams.
3. Dispense and receive instructional, athletic, and recreational equipment.
4. Fit and outfit students with athletic equipment and clothing as required.
5. Purchase clothing and equipment for teams and coaches.
6. Launder athletic clothing as required.

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7. Maintain records of all equipment room supplies, perform periodic inventory of stock, and lost inventory.
8. Assign, maintain records, and make minor repairs on locks.
9. Prepare teams for travel and make arrangements for lockers and supplies for visiting teams as needed.
10. Provide routine maintenance of athletic equipment, including repair, replacement, cleaning, oiling; and for minor maintenance of laundry equipment.
11. Travel with selected athletic teams as deemed appropriate.
12. Perform related duties as assigned.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

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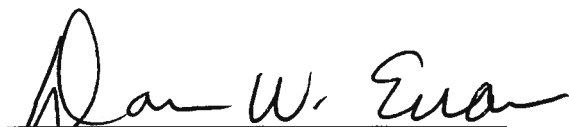
ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not mean to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The Director of Athletics or designee shall evaluate the Equipment Manager in accordance with Policy Nos. 3221 or 3222, Regulation Nos. 3221 or 3222, this Job Description and such other criteria as shall be established by the Board of Education.


Approved

Date