ATHLETIC CORPORATION
CALIFORNIA STATE UNIVERSITY, FRESNO
Position Description Form

Employee Name: _______________ Fresno State ID #: _______________
Position Title: Equipment Operations Manager FLSA Status: Exempt
Department: Athletic Corporation Date Prepared: 11/2022

POSITION DESCRIPTION

Overview:
Reporting to the Assistant Athletic Director for Equipment Operations, the incumbent will be responsible for managing and supervising the daily operation of the equipment department. This includes but is not limited to, all ordering, budgeting, issuing, collecting, equipment maintenance-repair and laundry, a recording all information in regard to equipment in accordance with all Athletic Corporation, Conference, and National Collegiate Athletic Association (NCAA) rules and regulations. This position has a flexible work schedule, some evenings, weekends and holidays are required. Travel with assigned sports team will be required.

Essential Functions:
• Developing, planning and organizing programs for maintaining and purchasing sport team apparel and equipment for assigned teams;
• Approving and monitoring budgets for athletic equipment rooms;
• Uses knowledge of technical requirements and market conditions to negotiate best price while meeting all other specifications;
• Supervising equipment room attendants, temporary help and student workers. Hire, oversee and assign responsibilities, exercise professional discretion, independent judgement and the ability to make independent decisions for the Equipment room;
• Responsible in the development and monitoring of annual apparel/equipment budgets for assigned sports, forecasting equipment needs;
• Coordinating with equipment attendants to review coaches’ request and approving variations in design of new uniforms and apparel within the parameters of NCAA, Conference, and department requirements;
• Maintaining current and detailed knowledge of products currently and likely to be purchased;
• Approving vendor selection and recommending purchase of uniforms, apparel and related equipment for all teams;
• Working with the Assistant Athletic Director, establishing minimum standards and condition of equipment to ensure compliance with appropriate safety policy;
• Working with the Assistant Athletic Director, establishing and administering equipment policies and procedures for all equipment rooms and equipment staff;
• Working with the Assistant Athletic Director, establishing the schedule of activities related to preparation and readiness of equipment for intercollegiate team practices and contest including the scheduling assignments of equipment managers in preparation for distribution and receipt of uniforms and apparel before and after contest;
• Monitoring overall inventory of sporting apparel and related equipment;
• Manage practice for the coaching staff as it pertains to equipment needs.
• Assignment and recovery of apparel and equipment from team members and coaches.
• Laundry services for the team(s). This includes the retrieval of soiled laundry, cleaning and returning the laundry back to the team and coaches on a daily basis.
• Attend practices and off season workouts as needed.
• Work with Head Coaches on placing order for the teams and coaches.
• Assist coaching staff with the recruitment of student athletes by displaying equipment and making presentations to perspective athletes and parents.
• Attend all staff meetings as required.
• Record and keep records on computerized program for Inventory control.
• Participate in Inventory of the equipment room.
• Other duties as assigned by the Associate Athletic Director.

Supervisory Responsibility:

<table>
<thead>
<tr>
<th>Who Supervises this Position:</th>
<th>Assistant Athletic Director for Equipment Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who is Responsible for completing the Performance Appraisal:</td>
<td>Assistant Athletic Director for Equipment Operations</td>
</tr>
<tr>
<td>What other classifications does this Supervises:</td>
<td>2 student equipment managers &amp; 1 Equipment Room Attendants</td>
</tr>
</tbody>
</table>

Required Education, Experience, Knowledge, Skills and Abilities:

• Bachelor’s degree from an accredited four-year institution
• Minimum of three years full-time experience in the management of an athletic equipment room at the Division One level
• Current Member of the Athletic Equipment Managers Association
• Current Athletic Equipment Managers Association certification.
• Experience in the effective instruction, assignment and supervision of subordinates
• Experience working with computerized Inventory program.
• Possession of, or ability to obtain, an American Red Cross First Aid Certificate within the first six months of employment
• Possession of, or ability to obtain, a California Driver’s license within the first six months of employment
• Strong knowledge of NCAA and college football rules as they apply to equipment
• Knowledge of procurement practices and principles
• Knowledge of inventory control and maintenance
• Strong oral and written communication skills
• Ability to:
  o Work a flexible schedule including nights/weekends
  o Exercise professional independent judgment and discretion
  o Advise coaching staff with the selection of team apparel and equipment
  o React effectively and quickly to crises and maintain a professional demeanor in a high stress and fast-paced environment
  o Work effectively with individuals from diverse ethnic, cultural and socio-economic backgrounds and project a professional attitude
• Ability and willingness to support the equity and diversity commitments of the department
• Commitment to academic integrity and compliance with University, conference and NCAA regulations
• A history of regular attendance and positive performance evaluations

Preferred Education, Experience and Knowledge:

• Master’s degree in related field
• Experience working with ACS computerized Inventory program, specifically FR Trac.
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California State University, Fresno
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**WORKING ENVIRONMENT**

Check the appropriate box which most accurately describes the extent of the specific activity performed by the employee on a daily basis. If the activity is performed less than one (1) hour each day, check the N/A box.

### PHYSICAL EFFORT

<table>
<thead>
<tr>
<th>Activity</th>
<th>Number of hours/day</th>
<th>1-2</th>
<th>3-4</th>
<th>5-6</th>
<th>7+</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sitting</td>
<td>☐ ☐ ☐ ☐ ☐ ☒</td>
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<tr>
<td>Standing</td>
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<tr>
<td>Walking</td>
<td>☐ ☐ ☐ ☐ ☐ ☒</td>
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<tr>
<td>Bending Over</td>
<td>☐ ☐ ☐ ☐ ☐ ☒</td>
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<tr>
<td>Crawling</td>
<td>☐ ☐ ☐ ☐ ☐ ☒</td>
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<tr>
<td>Climbing</td>
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<tr>
<td>Reaching overhead</td>
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<tr>
<td>Crouching</td>
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<tr>
<td>Kneeling</td>
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<tr>
<td>Balancing</td>
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<tr>
<td>Pushing or pulling</td>
<td>☐ ☐ ☐ ☐ ☐ ☒</td>
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</tr>
</tbody>
</table>

12. **Lifting or carrying**

<table>
<thead>
<tr>
<th>Weight Category</th>
<th>Number of hours/day</th>
<th>1-2</th>
<th>3-4</th>
<th>5-6</th>
<th>7+</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. 10 lbs. or less</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
</tr>
<tr>
<td>B. 11 to 25 lbs.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
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<td>☒</td>
</tr>
<tr>
<td>C. 26 to 50 lbs.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
</tr>
<tr>
<td>D. 51 to 75 lbs.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
</tr>
<tr>
<td>E. 76 to 100 lbs.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
</tr>
<tr>
<td>F. Over 100 lbs.</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
</tr>
</tbody>
</table>

13. Repetitive use of hands/arms

14. Repetitive use of legs

15. Eye/hand coordination

16. Driving cars, trucks, forklifts and other equipment

17. Being around scientific equipment and machinery

18. Walking on uneven ground

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**MENTAL EFFORT**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Number of hours/day</th>
<th>1-2</th>
<th>3-4</th>
<th>5-6</th>
<th>7+</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directing Others</td>
<td>☐ ☐ ☐ ☐ ☐ ☒</td>
<td></td>
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<tr>
<td>Writing</td>
<td>☐ ☐ ☐ ☐ ☐ ☒</td>
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<tr>
<td>Using math/calculations</td>
<td>☐ ☐ ☐ ☐ ☐ ☒</td>
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<tr>
<td>Talking</td>
<td>☐ ☐ ☐ ☐ ☐ ☒</td>
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<td></td>
</tr>
<tr>
<td>Working at various tempos</td>
<td>☐ ☐ ☐ ☐ ☐ ☒</td>
<td></td>
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</tr>
<tr>
<td>Concentrating amid distractions</td>
<td>☐ ☐ ☐ ☐ ☐ ☒</td>
<td></td>
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<td></td>
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<tr>
<td>Remembering names</td>
<td>☐ ☐ ☐ ☐ ☐ ☒</td>
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<tr>
<td>Remembering details</td>
<td>☐ ☐ ☐ ☐ ☐ ☒</td>
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<tr>
<td>Making decisions</td>
<td>☐ ☐ ☐ ☐ ☐ ☒</td>
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<tr>
<td>Working rapidly</td>
<td>☐ ☐ ☐ ☐ ☐ ☒</td>
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<tr>
<td>Examining/observing details</td>
<td>☐ ☐ ☐ ☐ ☐ ☒</td>
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</tr>
<tr>
<td>Discriminating colors</td>
<td>☐ ☐ ☐ ☐ ☐ ☒</td>
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<td></td>
</tr>
</tbody>
</table>

1. Inside                                      | ☐ ☐ ☐ ☐ ☐ ☒         |     |     |     |    |     |

2. Outside                                     | ☐ ☐ ☐ ☐ ☐ ☒         |     |     |     |    |     |

3. Humid                                       | ☐ ☐ ☐ ☐ ☐ ☒         |     |     |     |    |     |

4. Hazards                                     | ☐ ☐ ☐ ☐ ☐ ☒         |     |     |     |    |     |

5. High places                                 | ☐ ☐ ☐ ☐ ☐ ☒         |     |     |     |    |     |

6. Hot                                         | ☐ ☐ ☐ ☐ ☐ ☒         |     |     |     |    |     |

7. Cold                                        | ☐ ☐ ☐ ☐ ☐ ☒         |     |     |     |    |     |

8. Dry                                         | ☐ ☐ ☐ ☐ ☐ ☒         |     |     |     |    |     |

9. Wet                                         | ☐ ☐ ☐ ☐ ☐ ☒         |     |     |     |    |     |

10. Change of temp                             | ☐ ☐ ☐ ☐ ☐ ☒         |     |     |     |    |     |

11. Dirty                                      | ☐ ☐ ☐ ☐ ☐ ☒         |     |     |     |    |     |

12. Dusty                                      | ☐ ☐ ☐ ☐ ☐ ☒         |     |     |     |    |     |

13. Odors                                      | ☐ ☐ ☐ ☐ ☐ ☒         |     |     |     |    |     |

14. Noisy                                      | ☐ ☐ ☐ ☐ ☐ ☒         |     |     |     |    |     |

15. Working with others                        | ☐ ☐ ☐ ☐ ☐ ☒         |     |     |     |    |     |

16. Working around others                      | ☐ ☐ ☐ ☐ ☐ ☒         |     |     |     |    |     |

17. Working alone                              | ☐ ☐ ☐ ☐ ☐ ☒         |     |     |     |    |     |

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**ENVIRONMENTAL FACTORS**

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This position description is not an employment agreement or contract. Management has the exclusive right to alter this Position Description. The Athletic Corporation is associated with the University; however, employees of the Corporation are not employees of the University or the State of California.

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