

## **JOB DESCRIPTION**

### **Equipment Manager**

**The University of North Carolina at Pembroke is completing construction on a 30,000 square foot field house that will house facilities and offices for HPER faculty and athletic department coaches. The equipment manager will coordinate and maintain the use of the field house facilities as appropriate. The manager will oversee the coordination of day-to-day activities and maintenance of the field house. The equipment manager must be able to set up space in the facility for classroom use, meetings, and other UNCP functions as required by the Health, Physical Education, and Recreation Dept.(HPER) , UNCP athletics, and other UNCP depts.**

**The equipment manager will oversee the maintenance and purchase of university sports equipment for one or more of the University's various intercollegiate athletic sports programs. The manager will assure that preventive maintenance and housekeeping are being addressed by UNCP physical plant staff. The position will determine the needs and generate requisitions adhering to UNCP and State purchasing guidelines to acquire athletic and sports equipment. Establishes, maintains, and reconciles uniform and equipment inventories, and oversees the maintenance of all inventory records for the program. The manager must store equipment in a neat and organized fashion. The equipment manager will oversee uniform and equipment distribution and retrieval at practices and on game day. Other duties for the manager will include ensuring that all uniforms and related apparel and equipment are maintained in a clean and serviceable condition. Oversees and coordinates the work of lower level athletic equipment staff and/or students engaged in the day-to-day performance of related activities. Oversees and coordinates all game day equipment preparations and setup for games.**