



FOR HR USE	
Exempt <input checked="" type="checkbox"/>	Non-Exempt <input type="checkbox"/>
POSN Number	999714
Grade	10

**D R A K E U N I V E R S I T Y
J O B D E S C R I P T I O N**

NAME: VACANT

DEPARTMENT: ATHLETICS TITLE: HEAD EQUIPMENT MANAGER

REPORTS TO: SPVR TITLE: ASSOCIATE ATHLETIC DIRECTOR/REC SRVS DIRECTOR

TO APPLY: Submit cover letter, resume, and three references electronically to:
athletic.searches@drake.edu

ESSENTIAL JOB FUNCTIONS

- Coordinate athletics laundry and repair of uniforms. 30%
- Maintain inventories and records for each sport team's equipment and uniforms 30%
- Purchase, display, sell, maintain or repair equipment. 20%
- Set up and tear down all events held in athletic and recreational facilities. 10%
- Assist each sport area and administrative area so that they adhere to budget limits for equipment and apparel purchases. Work with administration to assist with clothing contract and NCAA compliance issues. 10%

Perform other duties as assigned.

Comments: All of the duties described above require an understanding of and compliance with the rules of the NCAA, the Missouri Valley Conference and/or the Pioneer Football League and Metro Atlantic Athletic Conference and Drake University.

The above assignments are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required.

ESSENTIAL ELEMENTS

EDUCATION:	Four year degree required. AEMA certification preferred.
EXPERIENCE:	Minimum three years collegiate equipment operations or professional sports experience required.
OTHER ESSENTIAL TRAINING AND SKILLS:	Computer Experience (Macintosh and / or PC), Spreadsheet / Database Applications (i.e. Microsoft Excel Access, FileMaker), Word Processing Applications (i.e. Microsoft Word, Word Perfect), Network Connections (i.e. Ethernet / AppleTalk), State Driver's License
SCOPE OF MANAGEMENT:	Number of Direct Reports: 2

SCOPE

COMPLEXITY:	Moderately complex procedures and tasks. Independent judgment is required to select and apply the most appropriate of available resources. Ongoing supervision is provided on an 'as needed' basis.
CONSEQUENCE OF ERROR:	Errors are usually discovered in succeeding operations where most of the work is verified or checked and is normally confined to a single department or phase of organization activities.
DECISION MAKING:	Routine/Non-Routine Decisions - Decisions are made on both routine and non-routine matters with some latitude, but are still subject to approval.
IMPACT:	Moderate Impact - Causing increased satisfaction or dissatisfaction; producing efficiencies or delays; promoting or inhibiting personal intellectual or professional development; and/or contributing for financial gain or expense with short-term impact.

WORKING CONDITIONS & PHYSICAL EFFORT

	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift object weighing up to 20 pounds.					X
2. Lift objects weighing 21 to 50 pounds.					X
3. Lift object weighing 51 to 100 pounds.				X	
4. Lift objects weighing more than 100 pounds.				X	
5. Carry objects weighing up to 20 pounds.					X
6. Carry objects weighing 21 to 50 pounds.					X
7. Carry objects weighing 51 to 100 pounds.				X	
8. Carry objects weighing 100 pounds or more.				X	
9. Standing up to two hours at a time.					X
10. Standing for more than two hours at a time.					X
11. Twisting or turning head or back.					X
12. Stooping, bending, kneeling, or crawling.					X
13. Ability to reach and grasp objects.					X
14. Manual dexterity or fine motor skills.					X
15. Color vision - the ability to identify and distinguish colors.					X
16. Ability to communicate orally.					X
17. Ability to hear.					X
18. Pushing or pulling carts or other such objects.					X
19. Proofreading and checking documents for accuracy.			X		
20. Using a keyboard to enter and transform words or data.				X	
21. Using a video display terminal.			X		
22. Working in a normal office environment with few physical discomforts.	X				
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation or the like.		X			
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions.		X			
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls.					X
26. Operating automobile or van.				X	
27. Operating heavy equipment.					X
28. Extreme temperatures, such as cold or heat.				X	
29. Hazards such as mechanical, electrical, burns/explosives, unprotected heights, or moving objects				X	
30. Other physical ability or hazard exposure required by the job.	X				