

## Job Template: Assistant Manager, Athletic Equipment and Facilities

<b>Occupational Group</b>	Institutional Operations
<b>Job Family</b>	Athletic Equipment and Facilities
<b>Job Path</b>	Athletic Equipment and Facilities
<b>Job Title</b>	<b>Assistant Manager, Athletic Equipment and Facilities</b>
<b>Job Category: P</b>	<b>Job Level: 2</b>
<b>FLSA Status: E</b>	<b>Job Code: F00000</b>

### **P2: Level Standards**

#### **GENERAL ROLE**

This level is accountable for directly providing service to any assigned work unit at the University. The service can focus on a single or a variety of job functions with varying degrees of independence.

Incumbents:

- Put into effect what is required by defined job duties and responsibilities following professional norms or established procedures and protocols for guidance.
- Tend to have assignments that are reoccurring and work outputs generally are delivered in a prescribed form/format.
- Alter the order in which work or a procedure is performed to improve efficiency and effectiveness.
- May recommend or implement modifications to practices and procedures to improve efficiency and quality, directly affecting the specific office operation or departmental procedure or practice.

#### **INDEPENDENCE AND DECISION-MAKING**

→ *Supervision Received*

- Works under general supervision.
- Periodic checks on accuracy, quality, and timeliness of outcomes.

→ *Context of Decisions*

- Independently develops how work is to be done based on precedent, practice, and existing policy at the unit/office levels.

→ *Job Controls*

- Possess the latitude to adjust the work processes or methods to effectively and efficiently manage their work assignments.
- Guided by general procedures and professional norms.

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### COMPLEXITY AND PROBLEM SOLVING

→ *Range of issues*

- Problems tend to be modestly technical or operational.

→ *Course of Resolution*

- Performs comparisons, verifications, reconciliations, compilations, etc. and such of data, program or student services/practices, or operational/staff output.
- Understands the end product/outcome and where to send and receive information and materials to fulfill the assigned responsibilities.

→ *Measure of Creativity*

- Once problems are identified, solutions generally can be resolved using conventional or standard procedures.
- Most of the obstacles, issues, or concerns can be handled with established practice and policy.

### COMMUNICATION EXPECTATIONS

→ *Manner of Delivery and Content*

- Regularly provides information on finished materials to others.

### SCOPE AND MEASURABLE EFFECT

- Actions typically affect an individual, item, event, or incident, etc.
- Actions taken are generally done to meet reporting requirements or regulatory guidelines, or to satisfy internal checks and balances and/or existing standards.
- Incumbents indirectly promote the general welfare of students, faculty and staff, and safeguard the institution by playing an important role within a process.

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### **Job Template**

#### **GENERAL SUMMARY**

Maintains athletic fields, courts, and equipment to ensure safety and compliance with all NCAA regulations. Coordinates the design, budget, order, receipt, inventory, and maintenance of the equipment and apparel.

#### **REPORTING RELATIONSHIPS AND TEAMWORK**

Works under direction of a supervisor or manager. Serves a lead worker to employees who perform similar functions.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.*

- Assists in the design and maintenance of athletic fields and facilities to ensure student athlete and spectator safety. Ensures proper maintenance and repairs are performed.
- Monitors and inspects projects performed on athletics fields; ensures work done is in compliance with contract terms and obligations, as well as NCAA regulations.
- Consults with and provides recommendations to coaches, game officials, and athletics administration regarding cancellation and/or postponement of events.
- Maintains records of all equipment and controls inventory. Orders, maintains, and stores apparel and equipment.
- Assists in and makes recommendations on the purchasing of athletic equipment and uniforms in accordance with needs of coaches, teams, and recreational programs.
- Investigates feasibility and cost of major repairs, renovations, and/or additions and advises department accordingly.
- Maintains and monitors budget and contracts.
- Assists in and makes recommendations on the planning and design of new facilities as well as existing facility repairs and renovations. Serves as a contact for external contractors in absence of manager.
- Performs related work as required.

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### **MINIMUM QUALIFICATIONS**

- Bachelor's degree in related field.
- Two to three years of related experience.

### **COMPETENCIES**

#### **Knowledge of:**

- NCAA and conference rules and regulations
- Various equipment and machinery used to maintain athletic fields
- Basic principles of budget management
- Inventory database programs
- Microsoft Office and related software applications

#### **Skill in:**

- Planning and organization
- Leadership
- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

#### **Ability to:**

- Properly maintain equipment and facilities
- Communicate effectively through both oral and written means
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Produce records and reports, including inventory and financial
- Maintain the confidentiality of information and professional boundaries
- Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management

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<b>Job Title</b>	<b>Manager, Athletic Equipment and Facilities</b>
<b>Job Category: M</b>	<b>Job Level: 5</b>
<b>FLSA Status: E</b>	<b>Job Code: F00001</b>

### **M5: Level Standards**

#### **GENERAL ROLE**

This level is the first with the primary function of managing employees. Incumbents may initiate and communicate a variety of staffing actions.

Oversees the day-to-day operations of a group of employees. Responsible for training and development of subordinate staff, estimating staffing needs, assigning work, meeting completion dates, and interpreting and ensuring consistent application of organizational policies. Positions at this level do not exclusively serve as the supervisory level to only student employees.

Incumbents:

- Alter the order in which work or a procedure is performed.
- Recommend or implement modifications to practices and procedures to improve efficiency and quality, directly affecting the specific office operation or departmental procedure.
- Distribute work and monitor workload among staff.

#### **INDEPENDENCE AND DECISION-MAKING**

→ *Supervision Received*

- Works under direction.
- Seeks approvals when significant changes to process steps are considered and additional resources for task completion are required.

→ *Context of Decisions*

- Decisions are driven by office/departmental policy and procedures.

→ *Job Controls*

- Free to plan and carry out all phases of work assignments, including the oversight of staff.
- Has the latitude to make daily operational decisions.

#### **COMPLEXITY AND PROBLEM SOLVING**

→ *Range of issues*

- Issues tend to be operational in nature.

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### → *Course of Resolution*

- Identifies issues and gathers facts.  
Understands the smallest details of an assigned area.

### → *Measure of Creativity*

- Problems can be resolved within provided guidelines.
- Problems are not amenable to strict technical resolution, requiring innovative thinking.

## COMMUNICATION EXPECTATIONS

### → *Manner of Delivery and Content*

- Diplomatically and effectively deliver information difficult to understand or in contrast with a student or customer's views.

## SCOPE AND MEASURABLE EFFECT

Incumbents:

- Manage a small homogenous department.  
OR
- Manage a larger process-oriented area whose members perform like activities.
  - Actions regularly affect a department or a project outcome with office/programmatic impact.
  - Actions generally have a direct impact on controlling such things as staff size and nature of work and scope of services.
  - Performance results tend to relate to efficiency, fiscal practices and standing, quality/continuous improvement, timeliness, resource allocation/effectiveness, etc.

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### **Job Template**

#### **GENERAL SUMMARY**

Ensures outdoor athletic facilities are safe and playable for events and practices, schedules maintenance and improvements, supervises staff, and purchases materials and services as needed.

#### **REPORTING RELATIONSHIPS AND TEAMWORK**

Works under direction of a manager. Manages the day-to-day operations and a group of employees.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.*

- Manages the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations.
- Oversees maintenance, safety, and security of facilities, equipment, and machinery.
- Coordinates with operations staff to schedule maintenance and improvements to facilities as needed.
- Purchases and maintains fleet of equipment used for services. Purchases materials and services to implement maintenance plan.
- Ensures compliance with Environmental Health & Safety rules and regulations.
- Sets up and ensures outdoor facilities are ready for the scheduled events.
- Coordinates with others to recommend improvements to facilities and fields; maintains and repairs facility and fields accordingly.
- Manages and maintains budget.
- Performs related work as required.

#### **MINIMUM QUALIFICATIONS**

- Bachelor's degree in related field.
- Five years of related experience.

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### **COMPETENCIES**

#### **Knowledge of:**

- Principles and practices of employee supervision
- Sports turf best practices and turf management
- Irrigation systems
- Microsoft Office and related software applications

#### **Skill in:**

- Planning and organization
- Troubleshooting
- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

#### **Ability to:**

- Manage and monitor department budget
- Communicate effectively through both oral and written means
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Create and maintain accurate reports and records
- Maintain the confidentiality of information and professional boundaries
- Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management