

Job Title	Equipment & Facility Manager
PVN ID	LE-2503-006742
Category	Research
Location	LEHMAN COLLEGE
Department	Athletics/APEX
Status	Full Time
Annual Salary	\$50,000.00 - \$50,000.00
Hour(s) a Week	35
Closing Date	May 07, 2025 (Or Until Filled)

General Description

Manages and oversees the maintenance of athletic and sports equipment for all 18 NCAA Varsity sports programs. Duties and responsibilities of an athletic equipment manager include procuring, supervising, and maintaining inventories, such as all athletic uniform and equipment of all 18 NCAA sport programs, and overseeing, training, and scheduling APEX facility staff. Athletic equipment manager provides storage area for all athletic equipment and supervises laundry and locker room maintenance. The individual is also in charge of ensuring uniforms and athletic equipment are clean and well stocked. The equipment manager assists in the transportation of athletic equipment to off-campus events, oversees the proper setup of equipment and facility prior to home games of the team and ensures the availability of equipment and uniforms. The equipment manager also trains and supervises athletic equipment staff, work study and/or college assistants, works closely with coaching staff. The manager buys supplies and equipment, inspects and repairs damaged equipment, and prepares budget estimates for equipment and apparel. This role supports rental use of APEX facilities and ensures a safe facility environment.

Other Duties

- Assists in the day-to-day equipment operations for the athletic department
- Establishes, maintains, and reconciles uniform and equipment inventories, and oversees the maintenance of all inventory records for the program
- Oversees uniform and equipment distribution and retrieval at practices and on game day
- Oversees and coordinates all game day equipment preparations and setup for games.
- Ensures that all uniforms and related apparel and equipment are maintained in a clean and serviceable condition
- Maintains student-athlete uniform contracts and is the point person for varsity locker room assignments
- Enforces rules and regulations of the equipment room
- Determines equipment to acquire for APEX and varsity teams

- Coordinates with vendors to follow CUNY regulations of the procurement process
- Establishes, maintains, and reconciles uniform and equipment inventories, and oversees the maintenance of all inventory records for the program
- Oversees and schedules facility staff of college assistants, interns, and work study employees
- Assists with setup of game day operations
- Attends departmental meetings
- Performs other related duties as assigned

CAMPUS SPECIFIC INFORMATION

- Will require night or weekend work
- Must adhere to all CUNY, Lehman and NCAA policies and procedures at all times
- Working knowledge of CUNYFIRST software
- Communicates effectively verbally and in writing; and establishes and maintains effective working relationships with faculty, staff, students and the general public
- Knowledge of supplies, equipment, and/or services ordering and inventory control.
- Knowledge of athletic, mechanical, and electronic equipment, supplies, and/or uniform repair.
- Ability to lead, train, and functionally supervise staff and/or student employees.
- Effective organizational and interpersonal skills and sufficient technological savvy to perform job duties at an advanced level and meet deadlines

Working Conditions and Physical Effort

- Moderate physical activity. Requires handling of average-weight objects up to 25 pounds or standing and/or walking for more than four (4) hours per day.
- Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.
- Work may involve moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, unpleasant odors, and/or loud noises.

Qualifications

- Bachelor's degree
- At least 3 years of experience directly related to the duties and responsibilities specified.
- CPR certified
- Knowledge of Microsoft Word, Excel and Publisher
- Ability to take initiative
- Willingness to learn and adaptability
- Must demonstrate sufficient skills to perform the duties of the assigned tasks