

JOB TITLE	ORGANIZATION	TERM
Equipment Manager	GMSC	4 YEARS

JOB SUMMARY:

The Equipment Manager shall be primarily responsible for the maintenance and inventory of all GMSC, Inc. owned property.

REPORTS TO:

Board of Directors

SUPERVISORY RESPONSIBILITIES:

The position has no supervisory responsibilities.

SKILL AND EDUCATIONAL REQUIREMENTS (MINIMUM):

High School diploma or GED required.

SPECIAL REQUIREMENTS (TECHNICAL/PHYSICAL):

LANGUAGE SKILLS

Must be able to read and comprehend simple instructions, short correspondence, and memorandums.

MATHEMATICAL SKILLS

Must be able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Must be able to apply common sense understanding when carrying out instructions whether they have been given in written, orally, or in diagram form. Capable of dealing with problems involving unique situations.

INTERNAL/EXTERNAL RELATIONSHIPS:

Must be able to communicate on a professional level with all board members, staff and general membership throughout the organization.

MAJOR TASKS, DUTIES AND RESPONSIBILITIES

Is responsible for securing all equipment both on hand and needed at locations designated by the organization.

Is responsible to assure equipment is in good working condition and safe working condition.

Assures equipment is maintained, serviced and repaired as approved by the board of directors.

Researches cost saving and containment measures as equipment needs replacement.

Works directly with the treasure to determine time intervals for inventory replenishment, replacement and accuracy.

Assists with the movement of materials from storage to issue and deployment with coaches and fields.

Assists the land rep as needed to assure seasons start with proper planning and preparation.