



Equipment Manager Job Responsibilities

Date: July 15, 2022

1. Hockey Operations:

- Order equipment, apparel and supplies for players and hockey operations staff
- Oversee daily locker room set up of locker room and team areas
- Responsible for all skate sharpening, equipment alterations and repairs
- Recruit and hire and train any assistant equipment interns
- Work with an equipment budget
- KC Mavericks equipment representative at PHATS/SPHEM
- Repair and alter players equipment to fit individual needs
- Supervise interns and equipment staff
- Janitorial duties in locker room and team areas
- Communicate regularly with coaching staff on pertinent information

2. Road trips & Travel:

- Assist with KC Mavericks Training camp and 72 game season and playoffs and all practice days
- Assist with affiliation
- Assist with road trip preparation
- Transport visiting teams to and from airport when needed
- Transport equipment to arena from airport when needed
- Communicate with injured players that don't travel with the team
- Travel contacts for all visiting teams

3. Office Responsibilities:

- Oversee and organize purchase orders and maintain communication with General Manager & Head Coach on all purchases
- Manage all documents, paperwork, records, and player information. Keep records up to date and ensure information is accurately updated.
- Provide management, coaching daily updates via email and/or in person
- Coordinate with affiliation on all contracted players.
- Assist coaching staff with all equipment issues
- Implement an inventory program and regular updates with GM and Head Coach

4. Team Personal & Duties:

- Liaison between Kansas City Mavericks Hockey players, Hockey Operations Department, and Front Office personnel.
- Liaison between team vendors & league vendors and Kansas City Mavericks Hockey Team to ensure all purchases are accurately processed and paid.
- Work with affiliate to communicate health of players and injuries

5. Team Responsibilities:

- Set up locker room and load/unload bus for away travel.
- Coordinate all road travel with regards to equipment, locker rooms, bus, plans,

-This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.



PROUD AFFILIATES OF:

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