



**JOB DESCRIPTION - MANAGER—EQUIPMENT
(January 2015)**

POSITION

The Manager—Equipment is an Officer of the Corporation who is appointed to the position by a vote of the Board of Directors.

REPORTING

The Manager—Equipment reports to the Vice-President—Administration.

DUTIES

The Manager—Equipment is responsible for the security, replacement, repair, monitoring, planning, accounting, control and inventory of all equipment belonging to, or being purchased by OLLB. In so doing, the Manager—Equipment shall ensure compliance with OLLB By-Laws, Rules and Regulations as well as decisions and directions of the Board of Directors.

Without limiting the generality of the foregoing, the Manager—Equipment shall have the responsibility and authority to accomplish the following.

- a. Maintain accurate, up-to-date equipment inventories and records.
- b. Ensure effective control, security and maintenance of all equipments.
- c. Liaise closely with the Vice-President—Baseball Operations and the various Divisional Convenors to ensure the proper care, maintenance, use and timely return of all equipment issued.
- d. Ensure the equipment is issued only to authorized users and are returned to stock within a short time after the use period would have logically expired.
- e. Ensure that repairs are carried out in a safe, effective and timely fashion for future use, and that these repairs are reported to the Board on an as required basis.
- f. Provide recommendations to the Vice-President—Administration on the purchase of new and/or replacement equipment.
- g. Update the Board, as required, on the state of the inventory and/or those acquisitions which the Board and/or the Vice-President—Administration has approved.

- h. Liaise closely with the Treasurer to insure adherence to purchasing practice and accountabilities, and in the payment of equipment and/or services received as approved by the Board.
- i. Direct and control the activities of those appointed members who may, from time to time, be organizationally assigned to this position.
- j. Perform such other duties as the Board, the President or the Vice-President—Administration may, from time to time, direct.