

PVS Equipment Manager Job Posting

Position Overview:

Potomac Valley Swimming (PVS) is looking for an Equipment Manager to organize, maintain, pack, deliver, repair, coordinate, and facilitate all PVS owned equipment rentals to PVS and non-PVS teams.

This is an independent contractor, non-benefits, at-will position of the LSC, paid monthly, with additional hourly payments for equipment delivery hours.

Responsibilities:

- Organize and maintain the PVS equipment
 - Rental Space at 8101 Wolftrap Rd Vienna, VA., included in the space is all timing equipment, sponsorship outfitting, and computers for meets
- Repair equipment as directed by Colorado Timing Systems manuals
- Pack and deliver all necessary timing equipment for all PVS LSC meets, to all locations
 - Examples are:
 - Coordinate with facilities and host team during PVS meets to ensure storage space and delivery/pickup dates
 - Schedule and rent a U-Haul truck with appropriate insurance and ramp, as needed, and deliver equipment to facilities
 - Facilities not requiring full equipment setup may need radios, counters, printer, etc. that will also need to be coordinated with the host team.
- Coordinate and facilitate equipment rentals with PVS and non-PVS teams/entities
- Work with the PVS Operations Chair and PVS Treasurer to ensure timely and accurate invoicing of all rentals, with appropriate rental agreements
- Under the direction of the Operations Chair, manage and maintain accurate accounting of the Equipment Budget
- Maintain PVS meet computers and officials' radios
- Provide annual hands-on training session to interested teams on equipment and set-up and break down
- Maintain PVS equipment inventory
- Maintain a spreadsheet of all equipment requests to include (at a minimum) delivery/pickup date, requesting team/organization, equipment rented

Qualifications:

- Strong organizational and time management skills
- Excellent communication and interpersonal abilities
- Proficiency in Microsoft Office suite and familiarity with database management
- Attention to detail and accuracy.
- Ability to work independently and as part of a team.
- Familiarity with Colorado Timing system console, pads, and buttons setup and maintenance procedures.



Physical Requirements:

Physical requirements of this position will require you to roll swim pads weighing approximately 75 pounds and meet boxes that can weigh up to 100 pounds up and down ramps.

Training:

If possible, there will be side-by-side training with the current equipment manager. There will also be extensive notes and contacts to use and call on.

Application Process:

If you are interested in this exciting opportunity or have any follow-up questions, please contact Trish Buswell at Admin@pvswim.org. Resumes and letters of interest should be submitted to Trish Buswell at the same email address. This job posting is open until Friday, June 21, with an anticipated start date in July, if possible. Potomac Valley Swimming is an equal opportunity employer committed to fostering a diverse and inclusive work environment.

