

## **EQUIPMENT OFFICER JOB DESCRIPTION**

1. Primarily to maintain all equipment so that it operates in a safe and reliable manner
2. Organize all necessary equipment to be on site on race days
  - Supervising setup and pack up
  - Ensure the equipment is on site early enough so the race committee can have the course set one hour prior to briefing on race days
3. Keep an up to date inventory of all equipment, recording all serial numbers, one copy to the Treasurer and one copy to be kept in the control van
4. Attend committee meetings so you can recommend to the committee all necessary repairs and purchases, present all receipts and invoices at the following meeting
5. Ensure all licenses and registrations are current, keep all vehicles and vessels in legally usable condition
6. Keep all equipment in good working order and clean and presentable
7. Keep all equipment in a secure and safe storage