



## JOB DESCRIPTION

### Director of Facilities (Buildings & Grounds)

- The role is responsible for the day-to-day safe management of the Buildings & Grounds
- The Director of Facilities is directly responsible to the President and Club members.

#### **Responsibilities and Duties**

- Prepare a budget and monitor it carefully (paint, ground rental etc)
- Monitor existing and future maintenance issues and provide an estimate of costs in a timely fashion
- Keep a proper record of all payments
- Ensure that the Clubhouse is sound and that all repairs are attended to efficiently
- Liaise with the Club Committee with regards to upcoming functions etc that may require use of the Clubhouse facilities and/or the grounds
- Be aware of State Union Competition Rules and Match requirements for the preparation and presentation of pitches, change rooms etc
- Liaise with the owners of the freehold (usually local governments) with regards to responsibilities for maintenance of facilities and playing fields
- Draw up and manage a rotating House & Grounds staff roster for pitch preparation etc and contact those involved to remind them of their duties
- Ensure pitches are properly marked and pitch dressings are in good order, prior to each match day
- Monitor glass, dog faeces and other hazards on and around the pitches
- Assist outside organisations who are hiring the venue
- Manage the cleaning of the Clubhouse and waste-removal from the grounds
- Assist the development, fundraising and/or house committees in preparing the facilities for events and functions
- Keep good relations with neighbours, councils, venue-owners and other stakeholders

***Knowledge and Skills Required***

- Well organised, friendly and diligent
- Able to delegate and manage voluntary staff
- Able to keep good records of purchases and estimates
- Capable of undertaking labour intensive maintenance tasks as required
- Able to undertake pitch/ground preparation tasks as required

***Estimated Time Commitment Required***

- The estimated time commitment required as the Director of Facilities is 5 hours per week during the season and 10 hours out of season.
- The Director of Facilities is appointed by the Club Committee for a period of 2 years.