



LOWER GREAT SOUTHERN HOCKEY ASSOCIATION INC

Facilities - Job Description

Position Title	Facilities Director
Location	Albany
Date Edited	March 2023

Position Summary

Description	To manage the physical facilities (buildings, grounds and synthetic turf) to ensure high safety and presentation standards for matches, training, events and other activities conducted from time to time during the hockey season and off season
Responsible to	President and committee
Positions Supervised	Ground Controller, Clubroom Manager
Role Duration	12 months; planned that incumbents sit for period of three terms
Time Commitment	~ 2 – 3 4/5 hours/week over year; high workload Feb – Apr & during Finals Period. Weekly meetings with Facilities Team
Employment Status	Volunteer

Key Responsibilities

Promotion	<ul style="list-style-type: none"> • Liaises with Marketing Director on signage and sponsorship issues
Facilitation	<ul style="list-style-type: none"> • Liaise with City staff on maintenance issues, primarily Leading Hand Sporting Fields and Parks. • Liaise with Turf cleaning professional in association with leading hand.
Administration	<ul style="list-style-type: none"> • <u>Operations</u>: Maintains turf and grass fields to optimum and safe condition; liaises with Clubroom Manager to maintain and enhance clubroom amenity including canteen rosters, bar rosters, cleaning and rubbish collection, maintenance, hiring of clubhouse and turf bookings requiring the clubhouse, works with Ground Controller to ensure games occur on schedule, with adequate lighting and water on turf; carries out emergency repairs as required; polices behaviour which would damage turf; coordinates cleaning and rubbish collection through club house manager; • <u>Planning</u>: prepares annual maintenance budget; works with board on turf replacement timing and costs; prepares facility improvement plans. Organises quotes from various trades people for works needed. Prepare annual maintenance budget • <u>Reporting</u>: advises board on facility issues in a timely way • <u>Strategy</u>: participate in strategic planning sessions, particularly around facility replacement and maintenance



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Key Deliverables

Priority 1	<ul style="list-style-type: none">• Manages the physical facilities to ensure high safety and presentation standards for games, training, events and other activities
Priority 2	<ul style="list-style-type: none">• Ensures strong communication between all board members relating to clubhouse usage - particularly to the DO
Priority 3	<ul style="list-style-type: none">• Plans and budgets for ongoing maintenance for turf and clubhouse

Qualifications, skills, attributes

Essential Criteria	<ul style="list-style-type: none">• Practical, hands-on, good with tools• Focussed, understands time-critical issues• Safety conscious• Thinks ahead• Excellent communication skills• Good organisational skills
Desirable Criteria	<ul style="list-style-type: none">• Experienced with managing sporting facilities• Understands turf maintenance/replacement schedules in consultation with City of Albany