

# **Sun City Softball Club**

## **Position Title: Field Maintenance Manager**

### **Purpose:**

The Field Maintenance Manager ensures that the club has the most suitable environment for its members and their activities

### **Key Responsibilities:**

- Health and safety, ensure building, Field, Batting Cage and equipment are in safe working order
- To source and invoice all equipment and supplies as needed.
- Attend Committee meetings when requested
- Report all maintenance requirements to board with assigned priority and associated costs
- Ensure the playing field is prepared for play (includes the marking of diamond at the start of the days play)
- Oversee field maintenance volunteers for game day field preparations
- Obtain quotes for works required that are outside of the budgetary constraint.
- Liaise with the board regarding any work that needs to be done
- Determine field conditions for safe play on rainy days and notify board and website manager for posting on club website and distribution to club membership list

### **Qualifications:**

- Mechanical and Handyman background would be helpful
- Pleasant manner, patience, problem-solving ability, dependability
- Knowledge of softball field design and composition for maintenance purposes
- Willingness to be available as needed to ensure field conditions are favorable for safe play