

# PORT MELBOURNE BASEBALL CLUB

## Position Description

### Job Title: Facilities Manager

#### Purpose:

The Facilities 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 purchase all baseball supplies required.
- Attend all Committee meetings.
- Report all maintenance requirements to Committee with assigned priority and associated costs.
- Ensure playing field is prepared for play (includes the marking of diamond at the start of the days play).
- Authority to enforce decisions made by the Committee.
- Obtain quotes for works required that are outside of the budgetary constraint.
- Liaise with the Port Phillip Council regarding any works to be performed by the council.
- To determine the state of grounds for safe play.

#### Reports to:

- The Committee.
- President.

#### Qualifications:

- Knowledge of baseball field dimensions for purpose of line-marking field.
- Pleasant manner, patience, problem-solving ability, dependability.

#### Support:

Training for this position can be provided. In addition, the Committee will be available for questions and assistance.