**Template Instruction**

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| This resource will support the development of a Facility Manager Position Description for your organisation.It may be used in conjunction with Volunteer Management Plan and other position descriptions within the organisation. Ideally, this resource should be completed and reviewed annually. |

**1.** **Add Club Name** - click on text box, located in top left corner, to enter the name of your Organisation.

**2.** **Add Club Logo** - click in centre of illustration box, located top right on page. A “Pop Up box” will appear allowing you to insert your LOGO via two options – either navigate to a computer file or copy from the Internet.

**3.** **Tailor document to meet your needs.** While example text is provided, reflecting best practice, any *red Italicised* text can be changed to meet organisational needs.

**4.** **Date fields** – (if applicable) click on the date field and select date.

**NOTE:** If desired background colours may be applied. Click on document page, under Design menu bar select page colour. A page boarder may also be added to enhance document presentation and/or for adding club colours to standardise your documents.



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<https://www.npsr.qld.gov.au/legal/disclaimer.html>

Recommended Resource Links

National Parks, Sport and Racing offer a range of free on-line or “Face to Face” training sessions to enhance your volunteer experience

Face to Face Workshops - <https://www.qld.gov.au/recreation/sports/volunteers-coaches/workshops>

Online Courses & Library - <https://www.npsr.qld.gov.au/industry-information/clubs/resources/>

 To access – HOLD CTRL key and click on link

**TO DELETE COVER PAGE “TEMPLATE INSTRUCTION”**

1. Click on insert tab at the top.

2. Click ‘Cover Page’ at the left

3. Click “REMOVE CURRENT COVER”

Click or tap here to enter text.

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**Facility Manager - Position Description**

 Click or tap to enter a date.

Position Purpose

*Facility management is the formal planning that aims to ensure that facilities are operated, maintained and improved in ways that are cost effective and meet the facility user’s needs.*

*Key considerations include ensuring that the facility is fit-for-purpose, both now and into the future.*

Objective

*Coordinate the maintenance and development of sports ground assets, ensuring they are available for safe and reliable play in accordance with agreed standards, practices and procedures.*

Key Duties

1. *Supervise maintenance contractors*
2. *Ensure that the rules and regulations in respect to the organisation’s playing fields are respected and observed*
3. *Oversee the implementation of any rules and regulations stipulated by Council and relevant peak bodies*
4. *Have a sound understanding of the various requirements in relation to ground management*
5. *Complete facility management plans, risk assessments and other monitoring and evaluation tools in line with the organisation’s facility management plan*
6. *Ensure playing surfaces are in good order at all times by overseeing irrigation, fertilisation, top dressing, aeration and management of pests and weeds*
7. *At the commencement of the season, order line marking and other equipment as required and approved by the committee*
8. *Mark out the playing fields at the commencement of the season*
9. *Ensure ground maintenance equipment is in good working order*
10. *Ensure dressing rooms, canteen, referee rooms and toilets are in a clean and tidy condition*
11. *Ensure that emergency vehicle access is free and maintained at all times*
12. *Ensure that field lines are clearly marked and maintained in good order for all games*
13. *Organise irrigation of the surrounds as required*
14. *Keep the management committee informed about the overall condition of the fields to ensure continued availability and maintenance*
15. *Alert the management committee to any areas of concern regarding the grounds or facilities and the actions required to remedy concerns*
16. *Maintain a good understanding of facility risk management and implement risk management strategies in consultation with the management committee*
17. *Liaise with Council whenever necessary*
18. *Ensure necessary facility management equipment and documentation is available on match days*

Reports To

* *Management Team*
* *Executive Committee*

*Proven understanding of the maintenance of sports turf and playing surfaces, operation and maintenance of sports ground maintenance equipment and knowledge of sports ground maintenance techniques*

*Good project management skills*

Knowledge & Experience

Desirable Attributes

*Hold a current drivers licence to effectively carry-out some activities*

Resources

* *Asset Management Plan*
* *Asset Register*