



Position: Field Maintenance Manager	Reports to: Club Manager	Location: 965 Winnipeg Street Prince George, BC V2L 2V3
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General Accountability:

The Field Maintenance Manager is responsible for maintaining the cleanliness and field preparation for the Outdoor Rotary Fields and Facilities in conjunction with the field usage schedule.

Responsibilities:

Fields and Equipment

- Paint regulation soccer lines on the fields on a rotating schedule as per requested by the Club Manager and in conjunction with the City of Prince George field cutting schedule
- Unlock and lock the field perimeter gates and washrooms when required
- Set-up and clean-up the fields daily as requested by the Club Manager
- Empty the field garbage and recycling cans on a consistent cycle and remove refuse on the fields
- Clean the washrooms and maintain adequate toiletries during all field usage times
- Work with the Club Manager to ensure all equipment and field facilities are in good working condition including but not limited to: goals, nets, benches, picnic tables, schedule boards, signage, etc.
- Maintain and inspect motorized vehicles upon usage
- Maintain the cleanliness and organization of the equipment room, referee room, and workshop
- Inspect the Concession and ensure all equipment is in good working condition, propane is full and that the current Concession Vendor maintains a safe and clean environment
- Bring any matters of concern to the attention of the Club Manager
- Ensure inventory is recorded at the beginning and end of the season

Terms

This position is seasonal with a start date of on or before April 1. There is a field closure from July 31-August 13, 2017. The end date is dependant on weather and the current soccer programs as deemed by the Club Manager (approximately mid-October).

Duties may be added to this job description at the discretion of the Club Manager

Club Manager Signature: 	Date:
Field Maintenance Manager Signature: 	Date: