Facility Maintenance Officer

Purpose of the Role

The Facility Maintenance Officer ensures that the club's physical spaces—including grounds, buildings, and equipment—are safe, clean, and well-presented for training, match days, events, and community use. This role is key in maintaining a welcoming and professional environment for players, families, and visitors.

Key Objectives

- Oversee the upkeep and maintenance of club facilities to meet safety and presentation standards.
- Coordinate maintenance priorities and minor repairs with volunteers and contractors.
- Support the Club Committee in identifying and managing facility-related needs.

Core Responsibilities

Planning & Coordination

- Develop and maintain a prioritised list of maintenance tasks and display it for volunteer sign-ups.
- Maintain a database of club member skills, licences or trades to assist with tasks when needed.
- Assist with planning working bees and maintenance rosters with the Committee.

General Maintenance

- Conduct regular inspections of the club's facilities, including:
    - Clubrooms, toilets, and change rooms
    - Kitchen and canteen areas
    - Playing ovals and surrounding grounds
    - Umpire rooms and equipment storage areas
- Ensure all areas are safe, clean, and functional for use during matches, training, and events.

Compliance & Reporting

- Create a simple maintenance schedule (e.g., cleaning, pest control, fire extinguishers, etc.).
- Report any major repairs or safety issues promptly to the Club Committee for action.
- Keep basic records of maintenance completed and upcoming work.

Seasonal Tasks

- Help prepare the club facilities pre-season (cleanups, set-up, inspections).
- Assist in shutting down and securing the facility post-season.

Key Relationships

- Reports directly to the Club Committee
- Works closely with:
    - Club Secretary and Executive Committee
    - Canteen Coordinator, Event Organisers
    - Volunteers and tradespeople
    - Local council or facility owners (if applicable)

Ideal Skills & Attributes

- Organised and proactive with strong problem-solving skills
- Good communicator and comfortable working with a team of volunteers
- Basic computer skills (e.g., spreadsheets, online forms)
- Handy with tools or confident coordinating trades and suppliers
- A passion for community and club pride

How to Apply

Interested in stepping into this rewarding leadership role?

Email kawanaparkeaglesafl@gmail.com your nomination by 8 October 2025

We encourage applications from people of all backgrounds, particularly those passionate about community sport and inclusive leadership.