

# **Red Deer Minor Baseball Association - Job Description**

Job Title: <b><i>Facilities Maintenance</i></b>	Page: 1 of 2
<b>Function / Purpose</b> Provide daily maintenance to facilities owned and / or operated by Red Deer Minor Baseball Association (RDMBA) ensuring facilities are maintained in the best possible condition for the enjoyment and safety of players, coaches, fans, umpires, and visitors.	
<b>Job Reports To:</b>	Facilities Director
<b>Directly Reporting to This Job:</b>	None
<b>Wage:</b>	Wage commensurate with experience and qualifications
<b>Hours of Work:</b>	Varies; base hours 0800 – 1630 with 1 hour for lunch (7.5 hours per day)

## **Duties, Responsibilities and Authorities**

### **1. Diamond Maintenance**

- a. Perform routine maintenance and repairs on baseball fields and diamonds to ensure they are in top condition for games and practices.
- b. Follow a predefined schedule to ensure diamonds are ready for games and practices.
- c. Operate self-propelled riding mowers and small tractors to mow grass and groom infields.
- d. Use hand and powered tools to maintain infields, pitching mounds, batter's boxes, and other areas of ball diamonds.
- e. Operate gas-powered string trimmers to trim grass around fences and structures.
- f. Empty garbage from receptacles at facilities and remove garbage from inside and outside diamonds.
- g. Work with the Facilities Director and volunteers to complete projects on and around the diamonds to enhance facilities.
- h. Restock consumable items such as line paint, line chalk, fuel, and mound clay to ensure sufficient supply for use by parent and coach volunteers.

# **Red Deer Minor Baseball Association - Job Description**

Job Title: <b><i>Facilities Maintenance</i></b>	Page: 1 of 2
---	--------------

## **2. Custodial**

- a. Maintain cleanliness and sanitation of facilities, including washrooms, common areas, and equipment storage areas.
- b. Follow a predefined schedule to ensure cleanliness of facilities.
- c. Restock washroom supplies, such as toilet paper, hand soap and garbage bags.

## **3. Construction**

- a. Assist with construction and maintenance of dugouts, fences, bleachers, benches, sheds, and other support structures, as required.
- b. Execute painting projects to enhance the appearance and longevity of structures within the facility.
- c. Operate hand and power tools to complete construction projects.

## **4. General**

- a. Safely operate vehicles and trailers to transport equipment and materials to various locations.
- b. Collaborate effectively with team members, supervisors, and volunteers to complete tasks effectively and efficiently to meet the goals of the organization.
- c. Adhere to safety protocols and guidelines to ensure and secure working environment.

<b>Minimum Job Requirements</b>	
1.	Reliable, hardworking, and self-motivated with the ability to work independently or as part of a team.
2.	Ability to operate vehicles and trailers safely and efficiently.
3.	Must have reliable transportation with valid Alberta driver's license with no more than 5 demerits and no license suspensions, from any jurisdiction, in the last two years.
4.	18 years of age or older.
5.	Knowledge of basic maintenance tasks such as painting, cleaning, and minor repairs.
6.	Previous experience in facility maintenance, construction, property maintenance, or baseball operations is considered an asset.
7.	Strong teamwork and communication skills to work effectively with others.
8.	Willingness to work independently and take initiative when needed.
9.	Physical stamina and strength to perform tasks that may require lifting, bending, standing, walking, and climbing for extended periods.
10.	A commitment to creating a safe and welcoming environment for youth athletes and visitors.

**Red Deer Minor Baseball Association - Job Description**

Job Title: *Facilities Maintenance*

Page: 1 of 2