



FACILITY COORDINATOR SOFTBALL WA DUTY STATEMENT

POSITION DESCRIPTION

Position: Facility Coordinator

Overview: Reporting directly to the Chief Executive Officer of Softball WA, the Facility Coordinator will be primarily responsible for the day to day tasks that maintain the Mirrabooka International Softball Stadium under the authority and boundaries provided by the Softball WA policies, approved budgets, and strategic and operational plans.

Location: Mirrabooka International Softball Stadium

Responsible to: Chief Executive Officer

Program Overview:

Softball WA is the governing body for the sport of softball in Western Australia. As part of its overall service charter, it manages and operates the State Softball Facility – the Mirrabooka International Softball Stadium. Softball activities are conducted at the Stadium all year round that support the overall participation and development of Softball. This role will be responsible primarily for the maintenance and enhancement of four softball diamonds and the surrounding grounds and facilities.

Key Relationships

Internal: Softball WA Staff

External: Associations, Clubs, delegates, event volunteers, service providers, and other State Sporting Association's.

Values

Softball WA is seeking a Facility Coordinator who exhibits the following values:

- Excellence – holds their work, actions and behaviours to a high standard.
- Detail – is attentive to details in relation to aesthetics and presentation of our facility.
- Ownership – will take ownership of tasks and projects for the betterment of the display of our facility.

- Integrity – acts honestly and truthfully and in the best interests of all people and stakeholders involved in Softball WA.
- Collaboration – has the ability to work cooperatively and together with others.

Skills

- Ability to use light machinery and equipment to manage sport grounds and undertake general facility maintenance;
- Ability to undertake basic maintenance of light machinery and equipment;
- Good communication skills;
- Good organisational and time management skills;
- Ability to work with others, including coordinating volunteers; and
- Capacity to work within a small team.

Performance Measures and Outcomes

The performance measures and outcomes are indicated below:

- Maintaining diamonds and surrounding facilities to a high level of satisfaction based on feedback provided by Softball users;
- Maintaining diamonds and surrounding facilities within the agreed annual budget and operational plans;
- Mitigating risks to users and ensuring the facility is presented in safe manner for participants, officials and spectators; and
- Undertake work in a timely and efficient manner.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Prepare the facility and playing diamonds for training and competition in-line with the booking schedule;
- Operate a range of single purpose light mechanical plant, either towed or as discrete units;
- Undertake turf and ground management tasks, including but not limited to mowing, brushcutting, edging, re-turfing, fertilizing, weed spraying, compacting, digging, raking, watering, dragging and line marking;
- Undertake minor facility maintenance tasks and repairs, including but not limited to servicing equipment, basic irrigation repair, gutter cleaning, net repairs, brick paving and emptying of rubbish;
- Ensuring the playing areas and facility surrounds are provided in a safe manner for players, officials and spectators;
- Liaise with internal staff to ensure diamonds and facilities are ready for competition and training;
- Liaison with contractors including but not limited to, Turf Maintenance, Pest Control, Irrigation, Electrical, Netting;
- Oversee and coordinate various volunteer staff to assist in daily duties and events;
- Other duties as required.