



Southland Softball Association

POSITION DESCRIPTION

Position title:	Grounds Staff
Contract period:	11 September 2017 – 8 April 2018
Location:	SSA Pavilion and Ballpark, 550 Tay Street, Invercargill

The Southland Softball Association (SSA) is committed to delivering positive softball experiences for Southlanders and is pleased to have produced more representative players at a national level than any other sport in Southland. We are also committed to improving and maximising the use of all our facilities.

Purpose of position

We are seeking fit, self-motivated, proactive and practical persons to ensure our grounds and facilities are prepared and suitable for Saturday softball, and tournaments as needed.

PERSON SPECIFICATIONS

An organised team player with the ability to get on with a diverse range of people, so a high level of communication skills are essential. You will be a self-starter able to work alone (unsupervised), give direction to others in a learning and mentoring role if necessary, and demonstrate drive and initiative to make things happen.

You **MUST** be able to work Saturdays from September 2017 through until end of March 2018, Sunday tournaments, and in the week of 8-14 January 2018.

Reporting to

The successful applicant will report to the SSA Board or delegate.

Functional Relationships

Administration Convenor, SSA Board, club and school representatives, coaches, umpires, players, other facility users, City Council staff and service providers to the facilities.

General

The duties and responsibilities outlined in the Position Description do not include or define all tasks which may be required to be undertaken by the postholder. The duties and responsibilities may vary without changing the general character of the role.

Key Responsibilities

- Maintain general appearance of the softball complex.
- Ensure the diamonds are marked and prepare fields as necessary for scheduled events.
- Knowledge of methods, practices and equipment used in caring for and maintaining fields and grounds.

- Perform walk-through inspection weekly of site to make sure no safety concerns present during season and before key events.
- Raise and note any safety concerns as required and eliminate/mitigate promptly.
- Implement maintenance programme as required.
- Maintain tools and equipment in serviceable and safe condition and repair, adjust or replace equipment as necessary in co-ordination with Administration Convenor.
- Clean and store all tools, supplies and equipment after each use and in their proper place.
- General maintenance tasks around complex, or arrange for external service or repair if necessary.
- Liaise on site with and assist venue hirers, customers and volunteers.
- Co-ordinate/liaise/supervise volunteer grounds assistants for the moving of nets and diamonds.
- Co-ordinate/liaise/supervise linesmen.
- Ensure rubbish bins are on-site and emptied as required and at the completion of each day of softball (particularly Saturday).
- Arrange for purchase and uplift of materials required for grounds in co-ordination with the Administration Convenor.
- Report any issues or concerns to the Administration Convener raised by own observation, clubs or other stakeholders advice.
- Adhere to the SSA Contractor's Code of Conduct and Health and Safety Policy.

I, have read the Position Description and understand and agree to the conditions outlined.

Signed _____

Date _____