

## Facilities Director

**Position Type:** Volunteer

**Reports to:** Board of Directors, Lacombe Minor Softball Association (LMSA)

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### Job Description:

The Director of Facilities is responsible for the overall management, maintenance, and improvement of all softball-related facilities, including fields, dugouts, concessions, bathrooms, storage areas, and other relevant infrastructure. This individual ensures that all facilities are safe, clean, and functional for players, coaches, and spectators. The Director of Facilities will coordinate with maintenance teams, city officials, and contractors to address ongoing facility needs and ensure that the facilities meet the standards required for hosting games, practices, tournaments, and events.

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### Key Responsibilities:

#### Maintenance Oversight:

- Work closely with the City of Lacombe and the Board of Directors regarding all aspects of facility maintenance, including field upkeep (e.g., infield grooming, grass cutting, drainage), repairs, and equipment upkeep.
- Ensure the cleanliness and functionality of dugouts, spectator stands, bathrooms, and storage areas.
- Conduct regular facility inspections to identify and address any issues related to safety, cleanliness, or functionality.

#### Facility Improvement:

- Identify and prioritize necessary upgrades or improvements to fields and associated infrastructure, such as lighting, fencing, dugouts, and field equipment.
- Work with the Board of Directors to plan and budget for facility improvements and capital projects.
- Seek input from coaches, players, and other stakeholders regarding facility needs and suggestions for improvement.

#### Vendor/Contractor Management:

- Work with third-party vendors, contractors, and the city/municipality to ensure the completion of facility projects (e.g., installation of new equipment, field repairs, restroom maintenance).



- Obtain bids and proposals for larger projects, presenting options and recommendations to the Board of Directors.

**Equipment and Inventory:**

- Manage and oversee inventory of facility-related equipment, such as field maintenance tools, batting cages, pitching machines, and storage supplies.
- Ensure that equipment is regularly inspected, repaired, or replaced as needed.
- Coordinate the setup and teardown of facility equipment before and after the season, tournaments, or special events.

**Collaboration:**

- Coordinate with the Vice President/Field Allocations Director to ensure that fields are prepared and maintained for scheduled games, practices, and events.
- Work with the local municipality to resolve any larger facility-related issues that fall under city jurisdiction (e.g., field lighting repairs, public restroom maintenance).
- Collaborate with event organizers for tournaments or special events to ensure facilities are in optimal condition.

**Safety and Compliance:**

- Ensure all facilities meet safety standards as required by the association, city, or state regulations.
- Conduct safety audits to identify potential hazards, including field conditions, facility structures, or equipment.
- Work with the Board of Directors to implement and enforce safety protocols and ensure compliance with relevant health and safety regulations.

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**Authority:**

- Authorized to engage with vendors, contractors, and municipal officials to arrange facility improvements or repairs.
- Can make decisions on emergency repairs or safety issues requiring immediate action, with follow-up communication to the Board of Directors.

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**Commitment:**

- The Director of Facilities is expected to commit to overseeing facility conditions throughout the softball season, with heightened involvement before the season begins and during major events such as tournaments.
  - Availability for facility-related emergencies, particularly during the softball season, is essential.
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**Term:**

- This position runs for a two-year term, with the possibility of reappointment by the Board of Directors.