

These jobs are not all to be done by Facilities Director – it is a list of responsibilities that are to be delegated, assigned to Manager, or eliminated with board approval

Facilities Director

Trails/Stadium

Winter Trail Grooming

Liaise with Club Manager – grooming coordination is part of management contract

- review policies/priorities each season and attend grooming organizational meeting at beginning of season
- ensure that manager or delegated coordinator for grooming are doing their assigned tasks each season as soon as snow permits

Trail Signs and maps – Ensure that a coordinator is recruited and review sign and map needs each year

Markers Fencing – Ensure that inventory is up to date and assess needs in consultation with manager

Trail Lights – Assess annually and liaise with manager to ensure that maintenance is done and that lights are operational

Summer Trail Maintenance

- plan for summer trail upgrading
- ensure that summer/fall maintenance is done

Stadium

Review needs annually
Ensure security

Buildings

Liaise with club manager and recruit a Buildings Coordinator

Trail Huts

- Ensure that trail huts are maintained - volunteers recruited to stock firewood, stain, repair windows

Mt McIntyre Rec Centre

- Liaise with City officials re: lease agreement, problems
- Liaise with manager re: wax room – start up/shut down for season
- Ensure that manager contract includes wax room open/close
- Be on the call out list for Mt Mac problems and alarms
- Liaise with manager re: rentals
- Coordinate expansion and/or improvement plans for Wax Room

Stadium Buildings

- Multiuse Building (Race office)
- Timing Hut
- Jackrabbit Hut
Ensure that buildings are secure, maintained and used appropriately

Bridge

Arrange for engineering inspection every 5 years – 2012

Administration

Liaise with Manager to ensure that club actively recruits, trains and screens volunteers so that safe operation of grooming equipment is a priority.

Sit on or oversee committees

- Land Tenure
- Raven's Ridge Development
- Trail Lights

Other

- oversee rental agreements and loaning of equipment
- Ensure Worker safety – re: occupational health and safety standards
- Ensure Workers' Comp requirements are met

Other equipment, grooming implements, and tools.

- ensure safe storage
- make recommendations for replacement and upgrade
- modify as necessary
- maintain for optimum performance
- oversee loans and rentals
- update inventory record as needed – liaise with manager to ensure that inventory is updated
- make recommendations for write offs

Equipment

Recruit Equipment Coordinator

Liaise with manager to ensure that Equipment Coordinator

- Maintains log for each machine
- preventative maintenance is done
- maintains fuel supply and correct mixture of oil/gas
- ensure safe and proper storage during winter season and off season
- make recommendations to exec re: replacement, major repairs
- coordinate mechanical repairs and ensure that machines are in running condition

Pisten Bully – hired operators

Assist manager with the hiring and supervision of Pisten Bully operators and ensure that manager and operators do the following:

- ensure safe and proper storage during operating season and off season
- ensure daily log is kept
- oversee preventative maintenance
- make recommendations re: repairs and upgrades
- ensure correct fuel and safe storage
- plan for replacement
- evaluate operators

Executive
Duties

- attend monthly meetings – approximately 7pm to 9:30pm, Annual General Meeting, Annual Planning Meeting and occasional lunch meetings for debriefings
- liaise with executive regarding activities of Club Manager in relation to Facilities requirements
- review policies and update as necessary
- Develop long range plans for trail maintenance and equipment purchases
- Review operations and ensure that budget guidelines are followed
- assist manager to maintain list of volunteers
- Report to Board at monthly meetings with an update on Facilities

Executive
Duties

- attend monthly meetings – approximately 7pm to 9:30pm, Annual General Meeting, Annual Planning Meeting
- liaise with executive regarding scheduling, promotion, and recruiting volunteers
- coordinate activities with Club Manager – Manager will assist with promotion and will help recruit and coordinate volunteers
- report to the executive regarding public relations matters.