

Carlsbad Softball Association Field Maintenance Manager

Description of Position:

The Field Maintenance Manager is responsible for field upkeep, grooming, supply ordering and training of managers. The Field Maintenance Manager is responsible for the care and operation of the CSA golf cart and all items contained in the "KNACK" boxes. Note: The Field Maintenance Manager can assemble a team of 4-5 persons to assist with any field maintenance tasks described below.

Reporting Relationships:

The Field Maintenance Manager reports directly to the Equipment Coordinator. Also works with Seabreeze Coordinator to arrange field maintenance for the Seabreeze Tournament.

Time requirements:

- Attend quarterly Board meetings.
- Conduct 2-3 field maintenance training clinics for managers. (30-45 minutes each)
- Approximately 1 hour per week: Drag and prep fields Friday night or Saturday morning when possible.
- Approximately 1-2 hours per month ordering, picking up and delivering supplies to the field.
- Approximately 1-2 hours per month with field repair issues.

Season Schedule:

January: Conduct 2-3 field prep clinics (30-45 minutes each)
January-April: Prep field Friday night or Sat. AM when possible.
April: Field prep for all-star tryouts.
May: Planning for Seabreeze
June: Seabreeze tournament.

Individual Tasks:

- Maintain and secure golf cart.
- Pick up field maintenance supplies such as chalk, etc.
- Train managers with field maintenance clinics.
- Schedule maintenance for Seabreeze.
- Drag and prep fields Friday night or Sat. AM
- Maintain inventory on field maintenance tools.

Related Documents:

None

7/10/2006