

Sherwood Park Fish & Game Association

Facility Operations & Maintenance Director

Primary Role:

The primary function of the Facility Operations & Maintenance Director is to oversee the operations and maintenance of the SPFGA Ketchamoot Creek Facility. It is important that the ranges operate efficiently and the SPFGA facilities are maintained. A clean & maintained facility will help instill pride and self-policing among the membership.

This person should be a motivated self-starter who is capable of new programs innovation and is eager to engage the membership in programs and events.

Requirements:

- Be a member of the SPFGA in good standing.
- Regularly attend SPFGA Board meetings in accordance with bylaw requirements, as well as attending General meetings, and Special meetings when called.
- Be knowledgeable in the use of modern, distributed collaboration tools such as (but not limited to): E-mail, Slack, MS Teams, Microsoft Office, Dropbox/OneDrive, Google Office products such as Docs, Sheets, etc.

Permanently Assigned Responsibilities:

- Serve as the direct line of communication between the Board and the Facility & Maintenance Manager
- SPFGA ambassador to the county and community
- Oversee the annual work party
- Permanent member of the Member Disciplinary Committee (MDC).
- Supporting other Board members with club-focused activities such as the Black Powder shoot, Family Fun Day, etc.

Tasks:

This list is representative and not intended to be exclusive:

Coordination with Facility & Maintenance Manager

- Draft operating budget, oversee maintenance expenses and ensure they fall within approved budget expenditures
- Ensure a list of repairs or maintenance needing to be completed at annual work party is compiled in advance so necessary volunteers and equipment can be secured.
- On site Orientations are conducted by the Facility & Maintenance Manager, during the sessions he sells and collects money for lanyards. The Facility Operations & Maintenance Director will collect the funds and ensure that the money gets to the treasurer for deposit into the SPFGA bank account

SPFGA Ambassador to neighbors:

- RR203 Dust Control – Forms are received in February and need to be filled by the neighbors at listed addresses below and submitted before the mid-April deadline

(Information current as of May 2019)

50208 RR203

50211 RR203

50218 RR203

50224 RR203

Annual work party

- Facility & Maintenance Manager will compile a list of tasks needing to be completed. At the May executive meeting, chair members should add any tasks pertaining to their positions or other areas of concern they may have noticed, along with a list of materials needed if able to do so. The final list will be evaluated and assigned priority levels.
- Some tasks may be able to have materials prepped prior to the workday – for example, an assessment of the picnic tables should be made, a list of board lengths and bolt hole placements could be taken. This would allow for the boards to be prepared and ready to go for the work party day. On that day the materials could be loaded into the back of a truck and driven to each location for repair rather than transporting the tables around
- The Work Party starts at 9am on the selected day. All volunteers are to meet at the clubhouse where the Facility Operations & Maintenance director (or designate) will assign people tasks – the Facility & Maintenance Manager will be stationed at the garage to distribute supplies and cut materials as needed.
- Each task will have a crew captain and number of helpers assigned

Member Disciplinary Committee (MDC)

- The Facility Operations & Maintenance Chair is a permanent member of the MDC
- The goal of the MDC is ensuring all disciplinary issues are dealt with in a timely, fair and consistent manner.
- See section 4.3.3 of the Bylaws for detailed expectations of the Committee and the disciplinary process