



# Position Description

<b>Position Title:</b>	Maintenance Coordinator
<b>Reports to:</b>	General Manager - Corporate Services
<b>Date:</b>	January 2020
<b>Department:</b>	Stadium

## Environment

Netball SA is the peak State Sporting Organisation for netball in South Australia and is affiliated with Netball Australia.

Netball is the leading women's participation sport in Australia.

Netball SA is responsible for the governance, development, promotion and administration of netball throughout South Australia and has the responsibility for servicing its 32,000 members, the operations of Priceline Stadium and the running of its elite team, the Adelaide Thunderbirds.

As a professional sporting organisation with extensive community reach, Netball SA is committed to enhancing the reputation of the sport and communicating news of significance to members, fans, supporters and the general public.

The Adelaide Thunderbirds are a professional netball team competing in the Suncorp Super Netball League. The Thunderbirds are owned and operated by Netball SA and are a key strategic component of promoting and developing the game of netball in South Australia.

## Position Scope

This role reports to the General Manager - Corporate Services and is responsible for providing a safe, friendly and professional environment for people to play and watch Netball. The role is responsible for the overall presentation and maintenance of the Stadium and surrounds plus professional and courteous delivery of customer service to all persons entering the Stadium. This role will also play a support role for large events at the Stadium.

## Key Relationships

- General Manager – Corporate Services
- Stadium Coordinator
- Stadium patrons and hirers
- Key Stakeholders, Suppliers and Contractors

## Key areas of Responsibility

- Responsible for overall presentation and maintenance of the Stadium and surrounds
- Responsible for presentation of Netball SA and the Stadium in a positive and professional manner for all visitors to the site
- Responsible for all general maintenance of Stadium building and surrounds including but not limited to indoor and outdoor court maintenance; gardens, lawn areas, paved areas and car park; ensuring all areas are presented to high standard of cleanliness and physical condition
- Responsible for the operation and maintenance of all plant and equipment, ensuring all safety guidelines are adhered to and works in a safe manner wearing appropriate Personal Protective Equipment/Clothing as required
- Performing maintenance tasks appropriate to level of training and agree to undertake training for tasks specific to the role of Maintenance Coordinator as directed by General Manager - Corporate Services
- Responsible to order and maintain stock levels for all regular maintenance requirements in accordance with purchasing policy and procedure



# Position Description

- Responsible for the quality of your own work subject to routine supervision from the General Manager - Corporate Services
- Oversee and induct all contractors to the Netball SA site
- Coordinate and execute set ups and re-configuration of Stadium for all events and bookings as instructed
- Develop a positive relationship with external and internal clients
- Ensure Responsible service of alcohol is practised and promoted to all staff members at all times
- Ensure Food Safety practises are adhered to and promoted to all staff members at all times
- In conjunction with the Stadium Coordinator ensure all deliveries of food and beverage items are stored correctly using FIFO principles
- Waste Management
- Adheres to and complies with Netball SA policies and procedures
- Any other duties as required by the General Manager - Corporate Services and/or CEO

## Qualifications and Experience

### ***Essential***

- Experienced in Maintenance and Gardening skills
- Customer Service experience
- Understanding of WHS systems and safe work procedures
- Current Driver's License

### ***Desirable:***

- Working at Heights
- Responsible Service of Alcohol
- Responsible Person Badge
- Food Safety Level 1
- Understanding of Liquor Licensing Laws and the ability to be badged as a Responsible Person
- Understanding of food safety

## Personal Attributes

- Strong communication skills with the ability to communicate with a broad cross section of the community
- Strong work ethic and self motivation
- Outstanding customer service skills
- Ability to work autonomously and able to operate as part of the Stadium Team
- Ability to delegate tasks where required to achieve optimum levels of productivity
- Highly motivated and enthusiastic team player with the ability to work well under pressure
- Solution focused and a quick thinker
- Ability to act with professionalism, honesty and integrity at all times

## Hours of Work:

- This role will require regular out of normal business hours and weekend work, in-line with the business needs, including attendance at all Adelaide Thunderbirds home games and other Netball SA major events as required.

## Special Requirements:

- The successful applicant will be required to satisfy the requirements of a National Police Check and Working with Children Check.



# Position Description

## Governance:

It is your duty to comply with the Netball SA policies and procedures which set out governance standards and manage risks for our organisation. You are responsible for being aware of and complying with the policies and procedures.

## Workplace Health and Safety Requirements:

We are committed to protecting the health, safety & wellbeing of all of those that work with us.

Your duties are to:

- Comply with all Netball SA policies, procedures and relevant legislation;
- Comply with all reasonable instructions from managers in relation to health and safety;
- Take reasonable care of your own health and safety;
- Ensure your actions or omissions do not adversely affect the health and safety of other persons;
- Report any hazards, near misses and incidents to your manager and complete the required formal report mechanism;
- Complete relevant health and safety training.

## ACKNOWLEDGEMENT

I ACKNOWLEDGE that I have read and understand the responsibilities and expectations as set out above.

Signed by Employee: .....

Name of Employee: .....

Date: .....

Signed by Department Manager: .....

Date: .....