

## Maintenance Director Job Description 7-2021

The Maintenance Director looks after the courts and the associated equipment and supplies needed to keep the courts in a playable condition and makes minor repairs as needed. The Maintenance Director also oversees the 2-4 member maintenance committee that provide assistance with all the tasks outlined below. This committee is also responsible for the Court Camera maintenance and member camera viewing authorizations.

Tasks and items that typically need maintained are as follows:

### Monthly:

- Attend the regularly scheduled board meetings and report on maintenance activities, spending and/or needs.

### Quarterly:

- Inspect and replace the broken plastic ties that secure the windscreens to the fence. Replacement of plastic ties may be needed more frequently if the courts experience periods of strong winds. The plastic ties are 8" long and are ordered through the CA facilities staff. These plastic ties are the same ones the tennis club uses and are intended to break in strong winds rather than the windscreen fabric tearing around the grommet.
- Inspect the first aid kits. Replace any supplies that are missing or out of date.
- Check and adjust the net height. Net height should be 36" at sidelines and 34" at the center of the net.
- Inspect the condition of the brooms, squeegees and foam rollers. Repair or replace as needed.
- Inspect the condition of the wind flags. Order new wind flags through the CA Maintenance folks when new flags are needed. Wind flags will need to be replaced when they become frayed.
- Inspect and test the condition of the battery powered leaf blowers. Repair or replace as needed.
- Inspect the court clocks. Replace the batteries twice a year. Repair or replace as needed.

- Inspect the court gates. Court gates will eventually sag and drag on the ground or cause latches to not work cleanly. Minor adjustments to the gate hinges and latch hardware will correct these issues. A work order request can be sent to the CA facility folks to request repair of a gate issue that cannot be easily resolved.
- Maintain court signage. The signage includes court number signs, AED location signs and first aid kit location signs.

Yearly:

- Take a physical inventory of the equipment owned by the club and give the list to the Club Treasurer so they can submit it to the CA. The inventory is done in December.

On an as needed basis:

- Purchase minor maintenance supplies as needed.

Maintenance items could include batteries, clocks, hand tools, brooms, squeegees, etc. Keep a copy of the receipt and turn it in to the Club Treasurer for reimbursement.

- Request maintenance supplies from the CA facilities group as needed.

Maintenance items could include plastic ties, replacement nets, wind flags, wind screens, etc.

- Request maintenance repairs from the CA facilities group as needed.

Maintenance items could include fencing or gate repairs, court surface repairs or resurfacing, electrical power issues, water cooler malfunction, court or parking lot lighting issues, tree, shrub or other grounds issues, etc.

- Communicate to the Pickleball Club board and/or the CA Maintenance Department on more expensive needed items and the associated cost. Get approval from board before purchase and submit a list of items to the board for review and reimbursement.

- Any other activities that may come up regarding court maintenance.