



## Building & Grounds Director Position Description



### Building & Grounds

- Is responsible for League Buildings on League property, Route 31 and Verplank Road Interior and exterior repair and improvement recommendations excluding normal maintenance for facilities. Recommendations to the VP Administrative Ops.
- Is responsible for League Fields, bleachers, dugouts on League property Route 31 and Verplank Road repairs and improvement recommendations excluding normal maintenance. Recommendations to VP Administrative Ops.
- Complete and submit Little League Facility survey annually.
- Coordinate and supervise the care and maintenance of all League playing fields with the Town of Clay and Baseball Division Coordinators.
- Maintain a supply of tools and equipment to keep all fields and facilities in proper repair and clean.
- Develop inventory, tracking system for all field care, equipment and supplies.
- Perform field and facility safety inspections, meet with fire code inspectors and replace fire equipment in all facilities including concession kitchens as needed.
- Meets with League Safety Officer for pre-season Building & Grounds inspection.
- Coordinate Calendar with Baseball Operations, Webmaster regarding field use, game calendars.
- Conduct and Schedule fall and spring clean up field care days.
- Educates all Division Manager & Coaches on field care, tools, equipment and management of field inventory and supplies.
- Coordinate with Concession Director; resolve, address, Concession facilities repair, health, safety code issues.