



P&DARCS

Pakenham and District Aircraft Radio Control Society

Pakenham and District Aircraft Radio Control Society (P&DARCS)

Position Description: Facilities Manager

Term: Appointed or elected annually at the AGM

Reports to: Club President, Field Manager and Committee

Reference: P&DARCS Operational Procedures/Club Constitution and MAAA Procedures

Role Overview

The Facilities Manager is responsible for the upkeep, maintenance, and improvement of the P&DARCS flying field and associated infrastructure. This role ensures that the club's facilities are safe, functional, and presented to a high standard, in alignment with MAAA safety procedures and operational guidelines.

This role has Financial Authority, and the Facilities Manager may incur expenses up to \$250 without prior approval from the Committee.

Key Responsibilities

- **Site Maintenance**
 - Coordinate and oversee regular mowing, weed control, and grounds maintenance.
 - Advise with the Field Manager on the maintenance of runways, pits, taxiways, fencing, shelters, and amenities.
 - Maintain an annual maintenance schedule and ensure timely completion of tasks.
- **Infrastructure & Equipment**
 - Monitor the condition of club buildings, machinery, tools, and equipment.
 - Arrange repairs or upgrades as needed and report significant issues to the committee.
 - Ensure the secure storage and correct use of all facility-related assets.
- **Safety & Compliance**
 - Ensure that all facilities meet relevant safety standards and support safe flying operations.
 - Conduct regular inspections of the flying field, reporting hazards or risks to the committee and Safety Officer.
 - Support compliance with local council and land-use agreements as required.

- **Coordination & Communication**

- Liaise with members and working parties to coordinate working bees and improvement projects.
 - Provide updates and maintenance reports at committee meetings.
 - Advise with the Field Manager and Safety Officer to prepare the site for events and flying days.
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Skills & Attributes

- Practical skills in maintenance, groundskeeping, or equipment operation
 - Strong organisational and time-management ability
 - Awareness of safety procedures and hazard identification
 - Ability to coordinate volunteers and communicate clearly
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Commitment

- Attend monthly committee meetings and report on facilities status
 - Conduct regular site checks and coordinate necessary maintenance
 - Ensure the club remains a safe, well-maintained, and welcoming environment for all members and visitors
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For more information, refer to the [P&DARCS Club Documentation](#) page.