

Peterborough Rugby Club: Facilities Manager Job Description

Job Title	Facilities Manager	Position Type	Part-time (5 hours per week), \$500/month remuneration
Department	Clubhouse Operations	Tenure	April 1 - December 31, 2025

To apply, please email your resume and cover letter to communications@peterboroughrugby.com, by Fri. March 21.

Job Summary

The Facilities Manager is responsible for overseeing maintenance, operations, and management of PRUFC facilities at Nicholls Oval. This includes ensuring that buildings and systems are safe, efficient, and well maintained. While the manager will play a key role in strategic planning for the club's future needs and improvements, they will prioritize day to day operations by making the most of available volunteers and their own two hands. The hired person is expected to be onsite at the clubhouse for regular hours each week, and to complete the rest of their hours working via email and in the Google Drive.

Responsibilities

- Develop a "Critical Pathway" for facilities operations (creating a annual schedule for tasks that need to be completed), including regular safety checks, licensure renewal, annual scheduled maintenance
- Supervise and contract cleaning services, field lining and snow removal services
- Maintain clean and orderly clubhouse, including regular cleanouts of storage spaces, and coordinate regular maintenance as needed
- Arrange garbage pickup, negotiate internet services and utilities as needed
- Maintain and coordinate a master facility schedule (include field use, clubhouse, events, secondary fields) alongside the Hospitality Manager and the Rugby Committee
 - Monitor field conditions and manage needs with the City of Peterborough as necessary
 - Manage all field, turf and gymnasium bookings with community partners and the City of Peterborough
 - Schedule field(s) and clubhouse use between rugby programming, club events, private rentals
 - Maintain good working relationships with the City for park events, timely field bookings and park maintenance
 - Schedule field lining as needed throughout the season
- Review the budget/budget process for facilities operations with the Facilities Director
- Recruit and manage volunteers as needed for facilities operations (ie. attic cleanout, game day support, special events)
- Ensure regular revision of clubhouse security procedures:
 - Take part in an on call rotation for emergencies that happen at the clubhouse
 - Develop and implement a security policy for distributing keys and codes for both membership and community access
 - Bi-annually assign keys and codes for in season and offseason use
- Work closely with the Hospitality Manager to manage business ventures for the club and set up feedback processes
- Work closely with the Facilities Director to create an operational manual and operational policies

Job Requirements

The Facilities Manager will ideally be a club member with participation in club events and rugby, and have interest in working behind the scenes to support rugby programming and general club business.

Additional skills and experience that will be prioritized include:

- A high level of professionalism in representing the club with community partners
- Strong interpersonal skills and the ability to work as a part of a committee and team
- Integrity and motivation to work independently and complete tasks without consistent supervision
- Organization skills to be timely with communication and responsive to the membership in developing operational policies
- Open to receiving feedback, and experience in feedback processes
- Knowledge of local trades and maintenance work required in taking care of an aging facility
- Experience negotiating contracts and supervising paid staff