



Position Description

Position Title:	Maintenance Officer		
Reports to:	CVNA Operations Manager	Direct Reports:	Nil
Employment Status:	Honorarium \$25 per hour		
Time Commitment	In line with match day and event timetable, days and hours to be aligned as required.		
Works with:	Operations Administrator		
Central Victorian Netball Association	<p>Central Victorian Netball Association is a not-for-profit, member-based organisation governed by a volunteer Board of Management. CVNA strive to provide for participation opportunities in the sport of netball in a safe, fair, inclusive and welcoming environment offering skill development, physical, social and mental health benefits for all throughout the North Central Region and Northern Zone.</p> <p>Vision: Inspiring future generations with a passion for netball, and nurturing the skills to achieve their very best, by providing professional, skilled support.</p> <p>Purpose: Provide for participation opportunities in the sport of netball in a safe, fair, inclusive and welcoming environment offering skill development, physical, social and mental health benefits for all throughout the North Central Region and Northern Zone.</p> <p>Values: Integrity, communication, respect, consistency and inclusion.</p>		
Commitment to Child Safety	<p>We require all applicants to undergo background checks and screening prior to or during any appointment. Netball's Commitment Statement to Safeguarding Children and Young People and other important information can be found at https://vic.netball.com.au/child-safety-netball</p> <p>At Central Victorian Netball Association, we embrace diversity in gender, age, ethnicity, disability, religion and sexual orientation. We are committed to providing a safe environment for children across Netball.</p> <p>Central Victorian Netball Association's Commitment to Safeguarding Children & Young People</p> <p>Every person in the netball community has a responsibility to understand their role in ensuring the safety and wellbeing of all children and young people in our care. CVNA is committed to promoting and protecting the rights of children and preventing abuse from occurring by fostering a culture where children feel safe and empowered. We also seek to ensure the cultural safety of First Nations children, children from culturally and/or linguistically diverse backgrounds and children with a disability.</p>		

Primary Purpose of Position

The **Maintenance Officer** supports the safe and efficient operation of CVNA competitions by maintaining the condition, presentation and functionality of the netball courts, equipment and surrounding facilities. The role ensures that playing areas and associated infrastructure are safe, clean and fit for purpose, and assists with identifying, reporting and addressing maintenance issues in accordance with CVNA safety and risk management requirements.

In performing this role, the Maintenance Officer represents the Central Victorian Netball Association and demonstrates the Association's values of Integrity, Communication, Respect, Consistency and Inclusion. Working closely with the Operations Manager, Operations Administrator, Match Day Coordinator and other officials, the Maintenance Officer helps ensure the venue is prepared for competition and contributes to providing a safe, welcoming and well-presented environment for all participants

Responsibilities:

Venue and Court Maintenance

- Inspect courts, equipment and surrounding areas to ensure they are safe and suitable for competition.
- Maintain netball equipment including rings, nets, benches and other match day infrastructure.
- Ensure court surfaces, walkways and spectator areas remain clean and free from hazards.
- Manage rubbish removal, through correct positioning of bins for match days, and collection.

Safety and Risk Management

- Identify and rectify hazards where possible to ensure a safe playing environment.
- Report any maintenance issues, hazards or facility concerns to the Operations Manager.
- Act on match day safety checks in accordance with CVNA regulations and risk management practices, at the direction of the Operations Manager.

Equipment and Facility Management

- Monitor the condition of equipment and advise when repair or replacement is required.
- Liaise with the Operations Manager regarding repairs, improvements or facility issues.

The focus is on the weekly use of the entire netball facility for match days. Additional hours will be required to prepare courts for additional bookings, attend impact of weather events and tournaments as advised by the Operations Administrator.

Weekly maintenance should be completed just prior to each match day competition.

Attend periodical Operations Team meetings outside of scheduled competition for purposes of alignment and team communication.

Knowledge, Skills & Abilities

- Basic understanding of facility and equipment maintenance, preferably within a sporting or community environment.
- Ability to identify potential safety hazards and maintenance issues affecting playing surfaces, equipment and surrounding facilities.
- Practical problem-solving skills and the ability to rectify minor maintenance issues where possible.
- Ability to use basic tools and equipment safely.
- Ability to work independently and demonstrate initiative when responding to issues.
- Good communication and interpersonal skills to liaise effectively with the Operations Team, Match Day officials and volunteers.
- Reliable and punctual, with a commitment to supporting the smooth operation of competitions.
- Commitment to maintaining a safe, clean and welcoming environment for participants and spectators.
- Alignment with the Purpose, Vision and Values of CVNA.
- Commitment to supporting Safeguarding Children and Young People standards.

Other Requirements

- Must be willing to undertake a Police check if asked (costs will be reimbursed by the Association).
- Must hold a valid Working with children check
- Must hold a valid Driver's licence.