

PPC OPERATIONS CHAIR

JOB DESCRIPTION

The member who holds or is applying for this position would benefit by having a background in carpentry, mechanics and drafting and be prepared to be hands-on and supervise any and all improvements and additions to the club facilities. The member must also be willing to use their own tools for an assortment of carpentry, metalworking and mechanical duties.

Duties:

1. To work with the President, as required, and give input on past, present and future development of outdoor courts.
2. To attend PPC Executive meetings, when required, and give input on:
 - a. Maintenance of courts.
 - b. Maintenance of equipment and acquisition of necessary equipment.
3. To provide the Executive with a proposed budget for the improvement or maintenance of the courts and equipment.
4. To ensure that the purchases for the Operations/Construction Committee not exceed the approved budget for that committee.
5. To train club members in the use and operation of the following equipment:
 - a. Carpet draggers, squeegees etc. for water removal from court surfaces
 - b. Starting instructions for the leaf blower, (water, leaf and pebble debris removal).
 - c. Blower fuel mixture requirement (location of blower manual, oil mix and fuel container.
6. To winterize and provide general maintenance for the leaf blower.
7. To arrange for cleaning of the courts through the City of Penticton prior to the court opening in May.
8. To maintain an inventory of the club balls and arrange for the purchase of balls for the season.
9. To attend the job site of future court construction and double check the measurements, layouts etc. of the contractor and report to the City Public

Works Department any errors, omissions or shortcomings of the construction process.

10. To be aware of the City of Penticton's policies required for any further development or alterations done to the existing courts, grounds or outbuildings etc. To liaise and meet with the COP employees appointed to oversee developments.
11. To work with the COP and Rec Dept. in posting appropriate signs at the courts.