



# P&DARCS

Pakenham and District Aircraft Radio Control Society

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

### **Position Description: Field Manager**

**Term:** Appointed (at the discretion of the committee) or elected annually at the AGM

**Reports to:** Club President and Committee

**Reference:** MAAA Procedures and P&DARCS Constitution

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### **Role Overview**

The Field Manager is responsible for the day-to-day condition, functionality, and presentation of the P&DARCS flying field. This role oversees mowing, surface upkeep, and the maintenance of runways, taxiways, and pits, ensuring the site remains safe, operational, and compliant with MAAA safety guidelines.

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### **Key Responsibilities**

- **Runway & Grounds Maintenance**
  - Oversee the regular mowing program and coordinate the mowing team and volunteers.
  - Ensure the runways, pits, and taxiways are kept in excellent condition for safe flying operations.
  - Monitor and address issues such as weeds, erosion, or uneven surfaces.
- **Field Inspections & Safety**
  - Conduct regular field inspections and report hazards or maintenance needs to the Safety Office of committee.
  - Ensure compliance with the relevant safety standards and support safe flying operations.
  - Liaise with the Safety Officer regarding any conditions affecting safe operations including machinery inductions.
- **Coordination & Communication**
  - Liaise with the President and Facilities Manager for larger works or projects.
  - Organise working bees for major maintenance tasks and improvements.
  - Provide regular updates to the President and Committee on field condition and required works.
  - Coordinate as required with any outside subject matter experts or resources for field consultation or contractors.

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- **Equipment Oversight**

- Assist with the maintenance and correct use of mowing and field maintenance equipment.
- Ensure regular service intervals for all machinery are maintained.
- Ensure members have up to date inductions on machinery and equipment where applicable.
- Ensure machinery and tools are stored safely and remain serviceable.
- Provide ongoing updates as needed to the President and Committee with regard to machinery performance and upgrades as necessary.

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### **Skills & Attributes**

- Practical knowledge of groundskeeping and equipment operation
- Understanding of aeromodelling operations over all disciplines
- Strong organisational skills and ability to coordinate volunteers
- Awareness of field safety requirements under MAAA procedures
- Proactive approach to maintaining high standards for the club's flying site
- Discretion with regard to discussions at Committee meetings

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### **Commitment**

- Attend monthly committee meetings to report on field conditions
- Conduct routine inspections and coordinate mowing and maintenance activities
- Ensure P&DARCS maintains one of the best-presented and safest model flying sites in Australia

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For more information, refer to the [P&DARCS Club Documentation](#) page.