

Job Title: <b>Maintenance Supervisor</b>	Club Name: WAMASC
Reports to: Executive Committee	Revision Date: 7/5/17

### **Position Overview**

To oversee the maintenance of the Club's property - buildings, facilities, equipment and certain resources - according to effective and safe work practices and involving leadership of the general maintenance personnel.

The Maintenance Supervisor position will be reviewed quarterly against the kpi's.

Should the Maintenance Supervisor become unavailable for a period of two or more weeks, the honorarium maybe paid to another member.

## **Responsibilities and Duties**

- Oversee the development and successful implementation of the club's strategic plan
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members
- Accountable to the Executive Committee.
- Ensure maintenance staff are adequately trained, instructed and equipped for all delegated tasks, including the safe use of potentially dangerous machinery, equipment and chemicals.
- Organise routine testing and maintenance of security system, fire alarms, smoke alarms, pir detectors, emergency lights.
- Test and tag electrical power leads/cords at appropriate time intervals.
- Ensure grounds (lawn mowing / reticulation) , buildings and equipment is always presentable to a high standard and in sound working order.
- Schedule maintenance tasks, taking into consideration priority Club needs and functions.
- Arrange for sub-contractors and other agencies/businesses completing work on site, including: managing the approval process (appropriate quotations etc.); ensuring proper documentation (insurance check, risk assessment etc.) prior to their visit; and adequate supervision of visiting personnel on Club grounds.
- Propose new equipment and resources, through consultation with the Executive committee.
- Respond to an emergency situation in liaison with the Executive Committee.
- Organise a minimum of 4 x 4hr busy bees per year as required.

## **Knowledge and skills required**

- Can communicate effectively
- Is well informed of all organisational activities
- Is aware of the future directions and plans of members

I acknowledge the requirements placed upon me by this Position description.

Name:\_\_\_\_\_

Signature:\_\_\_\_\_ Date:\_\_\_\_\_

Witnessed By Secretary:\_\_\_\_\_ Date:\_\_\_\_\_