



MAINTENANCE MANAGER

DUTY STATEMENT

Purpose

Coordinate the day-to-day maintenance, presentation and upkeep of the Club's facilities and assets to ensure they remain safe, functional and welcoming for members and visitors.

Primary Responsibilities

- Coordinate routine maintenance and repairs throughout the Club.
- Maintain a register of maintenance requests and prioritise works in consultation with the Rear Commodore.
- Organise working bees and volunteer maintenance activities.
- Coordinate external contractors undertaking maintenance or repair work.
- Monitor the presentation of the Club House, grounds and surrounding facilities.
- Ensure maintenance equipment and tools remain serviceable and appropriately stored.
- Identify infrastructure issues requiring Board consideration.
- Assist with implementation of approved capital improvement projects.
- Support compliance with workplace health and safety requirements relating to Club facilities.
- Report regularly to the Rear Commodore regarding maintenance activities, priorities and future requirements.

Key Relationships

Works closely with the Rear Commodore, contractors, volunteers and Club members assisting with maintenance activities.