



REAR COMMODORE

DUTY STATEMENT

Purpose

Lead the management of Club facilities, infrastructure and leased assets to ensure the Club remains safe, functional, attractive and capable of supporting future growth.

Primary Responsibilities

- Oversee the maintenance, presentation and continual improvement of all Club buildings, grounds and infrastructure.
- Develop and implement planned maintenance programs that protect the Club's assets and improve member experience.
- Coordinate working bees and maintenance activities undertaken by volunteers and contractors.
- Monitor building compliance, workplace health and safety requirements and operational risk associated with Club facilities.
- Maintain oversight of repairs, maintenance priorities and capital improvement projects approved by the Board.
- Lead long-term infrastructure planning consistent with the Strategic Business Plan.
- Manage relationships with Port Stephens Council and other authorities regarding lease arrangements, infrastructure, approvals and property-related matters.
- Coordinate external contractors engaged to undertake maintenance or capital works on behalf of the Club.
- Ensure Club facilities are maintained to a high standard suitable for sailing, hospitality, community events and venue hire.
- Monitor infrastructure expenditure and provide recommendations to the Board regarding maintenance priorities and future investment.
- Work closely with the Maintenance Manager to ensure operational maintenance activities are completed efficiently.
- Support initiatives that improve accessibility, presentation, sustainability and long-term functionality of Club facilities.

Key Relationships

Works closely with the Commodore, Maintenance Manager, contractors, volunteers, Port Stephens Council and relevant regulatory authorities.