

**Role Description – Maintenance Coordinator**

The role of the Maintenance Coordinator is to keep a priority list of “odd jobs” and repairs required and to recruit members or externals to undertake work as needed. The role is to oversee the work, not necessarily to do it.

**Desirable Attributes:**

- Good at involving people and recognising people for their support
- Can prioritise and coordinate activities
- Good communication skills
- Sufficient computer skills (or access to) to develop and maintain a spread sheet of tasks required, completed, by whom and cost

**Specific duties include but are not limited to:**

- Develop and maintain a prioritised list of facility maintenance tasks needing to be done for display and sign up / recruiting purposes
- Maintain a list of member skills and/or qualifications and areas where they will lend a helping hand
- Recruit and encourage involvement of volunteer assistance to undertake tasks in their own time. Monitor progress and thank on completion
- Purchase or arrange for purchase of minor items to undertake work. Note that expenditure under \$50.00 can be made without Committee approval but should be discussed with the Treasurer prior
- Develop a schedule of regular maintenance items with the Committee e.g. fire extinguisher checks. List all items on an annual calendar and include in the to do list when required
- To alert the Committee of any major works or repairs required for consideration
- To organise working bees if considered necessary.

**Needed:**

- Access to a computer
- Maintenance Spread sheet
- Annual Planner for schedule of regular / annual maintenance tasks

**Accountability:**

- The Maintenance Coordinator will liaise closely with and will be accountable to the Committee
- The Maintenance Coordinator will be required to discuss any purchase with the Treasurer
- In the case of expenditure required exceeding the Treasurer’s delegation the Treasurer will seek Committee approval.