



SAMPLE 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 with good communication skills
- Sufficient computer skills and access to develop and maintain a spreadsheet of required tasks, who is responsible and what the cost is

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 upon completion
- Purchase or arrange for purchase of minor items to undertake work
- Develop a schedule of regular maintenance items with the committee
- 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 spreadsheet
- 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

