



Role Profile: Maintenance Coordinator

Reports To:	Director Club Development	Director Reports:	<ul style="list-style-type: none"> ▪ Maintenance Officer
WWC Card:	Yes		
Financial Delegation:	Up to \$500		
Club Email Account:	maintenance@cblsc.com.au		
Purpose:			
<ul style="list-style-type: none"> ▪ To manage and maintain the club facility and operational assets under an agreed planning framework 			
Responsibilities:			
<ul style="list-style-type: none"> ▪ To develop in consultation with the Director of Club Development a maintenance and improvement schedule. ▪ To identify on an ongoing basis, critical maintenance considerations as they occur and put in place a plan to ameliorate any risks to the continued safe operation of the club. 			
Tasks and Objectives:			
<ul style="list-style-type: none"> ▪ Establish an agreed maintenance plan in consultation with the Director of Club Development which is aligned to future development opportunities/considerations. ▪ Oversee the replacement and renewal fund as adopted by the Board and manage in accordance with the 5-year schedule of financial estimates. ▪ Ensure appropriate tendering policies and procedures established and endorsed by Board are adhered to. ▪ Manage the input of volunteers and those of contractors/sub-contractors employed to undertake specific and identified work in accordance with the maintenance plan. ▪ Identify in advance critical maintenance considerations and budget accordingly ▪ Identify facility and equipment maintenance requirements and plan for investment and repair. ▪ Coordinate a planned approach to maintaining the facility in accordance with good asset management practices. ▪ Identify club members with the appropriate skills and capabilities to undertake key tasks 			
Code of Conduct:			
<ul style="list-style-type: none"> ▪ Operate within the rules of SLISA; ▪ Be professional in all actions. Language, presentation, manner and punctuality should reflect high standards; ▪ Resolve conflicts fairly and promptly through established procedures; ▪ Maintain strict impartiality; ▪ Maintain a safe environment for others; ▪ Show concern and caution towards others; ▪ Be a positive role model. ▪ Be responsible for the overall welfare and well-being of team members and officials when travelling with a team; ▪ Maintain a 'duty of care' towards team members and accountability for the management of the team; ▪ Have a sound knowledge of SLISA policies, responsibilities (and competition rules where necessary), and ensure that the conduct of the team is in accordance with these policies and guidelines; ▪ Foster a collaborative approach to the management of the team. 			
Skills and Knowledge:			
<ul style="list-style-type: none"> ▪ Ability to manage and coordinate individuals, contractors and sub-contractors in undertaking day to day and critical maintenance tasks to ensure the continued operation of the club. ▪ Contractual awareness and management capabilities. ▪ Effective communication. ▪ Hands on practical experience in facility maintenance. ▪ Knowledge and experience in a trade (electrician, carpenter, stone mason, plumber etc.) ▪ Knowledge and understanding of HSE obligations and related legislative requirements. ▪ To be well informed of all CBSLSC and affiliated club activities and potential implications of work to facilitate the ongoing core business. ▪ Remain objective and impartial when making decisions. ▪ Has the ability to ask questions and utilise the existing experience and resources available within the club to undertake key maintenance tasks. 			