New Lambton Football Club Juniors
Position Description – Maintenance Coordinator

JOB TITLE:

Maintenance Coordinator

OBJECTIVE:

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 / project manage the work, not necessarily to do it.

RESPONSIBILITIES:

- 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 cannot be made without Committee approval and as a minimum should be discussed with the President / 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.
- Periodically inspect all Club facilities and infrastructure items (e.g. sheds, goal posts, nets, etc) to determine fit-for-purpose status and arrange repairs / replacement in a timely and cost-effective manner.
- To alert the Committee of any major works or repairs required for consideration.
- To organise working bees if / when considered necessary, including coordinating maintenance with various contractors.

RELATIONSHIPS:

- The Maintenance Coordinator reports to the Operations Manager and General Committee of the club.
- A close relationship is required with the Operations Manager and City of Newcastle.
- Supports all managers, committee members, coaches, players and staff.

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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 President / Treasurer.
- In the case of expenditure required exceeding the President's / Treasurer's delegation the President / Treasurer will seek Committee approval.
- The estimated time commitment required as the Maintenance Coordinator is 3 - 4 hours per week.

ESSENTIAL SKILLS:

- Ability to prioritise and delegate tasks and organise / coordinate personnel.
- Well informed of all club activities.
- Aware of the future direction and plans of club.
- A good understanding of league requirements at local, regional and higher levels.
- Computer literate in the various relevant computer applications.
- Good communication skills.
- Passionate about the club and dedicated to improving club practices.
- Well organised and able to work under pressure, especially at the beginning of the season.
- Financial skills / knowledge, and ability to work to a budget.
- Dedicated club person.
- Be approachable.
- Good at involving people and recognising people for their support.
- Sufficient computer skills (or access to) to develop and maintain a spread sheet of tasks required, completed, by whom and cost, etc.

DESIRABLE SKILLS:

- Ability to plan events and activities for a year.
- Financial skills / knowledge.
- Empathy.
- Communication and negotiating skills.
- Listening skills.