



Role Outline: Maintenance Manager

NAME OF CLUB:	Brush Bowls Club
ROLE:	Maintenance Manager
RESPONSIBLE TO:	Club Committee
NAME OF VOLUNTEER:	Name
START DATE: XX/XX/XX	END DATE: XX/XX/XX

Oversee and lead maintenance procedures and actions for the Club. Manage activities for the repair of buildings, landscapes, and Clubhouse. Duties include tracking expenses reporting progress, and assigning schedules.

Typical Responsibilities:

- Planning and undertaking scheduled maintenance
- Responding to breakdowns
- Diagnosing faults
- Repairing equipment
- Maintaining a PAT Testing Schedule & Record
- Supervising engineering and technical staff
- Obtaining specialist components, fixtures or fittings
- Providing a monthly report to the Management Committee
- Arranging handover or succession planning for the position