

I. Position

Repair/Maintenance Manager (3.10)

II. Related Titles

Maintenance Supervisor; Maintenance Engineer

III. Job Summary

Carry out, supervise or coordinate all club house repairs and general maintenance needed for equipment, furniture, masonry and building structure. Supervise Repair/Maintenance Mechanics.

IV. Job Tasks (Duties)

1. Coordinates the servicing and repairing of systems for lighting, heating, ventilating, fire, drainage and pumping
2. Monitors all work done by outside contractors and communicates the status of each project to the Chief Engineer
3. Makes cost estimates for budgeting/contract review purposes
4. Maintains accurate maintenance and repair records of equipment and machinery
5. Hires, supervises, schedules, trains and evaluates Repair/Maintenance Mechanics
6. Supervises the maintenance of parking lots, tennis courts, swimming pools and other recreational areas
7. Ensures that all building maintenance, repair and cleaning activities are identified, scheduled and completed
8. Maintains the club house ground's sprinkler system, swimming pool water, lawns, shrubbery and trees
9. Keeps the work shop areas safe, clean and well-lighted
10. Ensures that all refuse is properly removed from the club house and its premises
11. Attends staff meetings
12. Responds to emergencies at any time
13. Issues supplies and equipment to employees
14. Collects maintenance and work orders from department heads for approval by the General Manager
15. Maintains inventory of cleaning, maintenance, repair and related supplies
16. Assists with preparation of special functions, parties, tournaments, etc., by installing decorations and constructing display pieces
17. Helps develop and maintain a resource management plan which outlines short-term and long-term requirements for repair and maintenance, capital replacement and capital requirements
18. Ensures a highly efficient safety program with an emphasis on awareness, discipline, and compliance; implements an overall safety program that conforms to OSHA standards

V. Reports to

Chief Engineer

VI. Supervises

Repair/Maintenance Mechanic