Position: Maintenance Officer

## Role Statement

Depending on the size of the facility and the frequency of hiring or use the Maintenance Officer position is sometimes undertaken by the secretary or the booking officer.

This position has an important role in ensuring that the facility is well maintained and that any risk management matters that arise are reported to Council in a timely manner.

The specific responsibilities of the Maintenance Officer include:

* Ensuring the buildings, contents and equipment are maintained to an appropriate standard by undertaking a regular inspection of the facility;
* Actioning any maintenance items that fall under the responsibility of the Committee’s Instrument of Delegation;
* Ensuring that all purchases of goods and services are undertaken in a manner that is consistent with Council’s financial delegations (in conjunction with the Treasurer);
* Communicating any maintenance issues or risk management concerns and related requests in a timely manner to Council’s Customer Service Team either via [info@surfcoast.vic.gov.au](mailto:info@surfcoast.vic.gov.au), calling 5261 0600 or using Council’s website [‘Lodge a Request’](https://au.openforms.com/Form/e1340cb8-e7f7-4f5a-a1a7-3808ea6a9985) option. This is the most efficient method for both Committees and Council.
* Monitoring the status of these matters until they are completed;
* Monitoring cleaning undertaken by cleaning contractors and reporting to Council’s Customer Service Team either via [info@surfcoast.vic.gov.au](mailto:info@surfcoast.vic.gov.au), calling 5261 0600 or using Council’s website [‘Lodge a Request’](https://au.openforms.com/Form/e1340cb8-e7f7-4f5a-a1a7-3808ea6a9985) option when the standard of cleaning or schedule for cleaning does not meet expectations.

Other relevant responsibilities are carried by all Committee members and include:

* Being informed of and promoting the common purpose, shared goals, delegated responsibilities and current activities of the Committee;
* Contributing to building teamwork and developing respectful relationships;
* Attending all committee meetings and actively participating in decision making;
* Bringing to the committee’s attention any opportunities for improvement and problems or issues concerning the facility or community asset and its activities.