

# **CSTC - General Maintenance Manager**

The job of General Maintenance Manager – Job purpose and responsibility is for the general maintenance and upkeep of the Canfield Swim and Tennis Club. This includes but is not limited to, minor repairs and preventative maintenance to the plumbing and electrical systems, grounds, pool, and tennis courts.

## **Job brief**

- An excellent maintenance manager must be reliable and have a great eye for detail. They must have technical skills and knowledge of various crafts such as carpentry, plumbing etc. Leadership and knowledge of administrative tasks such as scheduling are also essential.
- The goal is to ensure that facilities are in a good and safe condition at all times.

## **Responsibilities**

- Inspect facilities periodically to determine problems and necessary maintenance
- Prepare weekly maintenance schedules and allocate work
- Recruit, supervise and train maintenance helpers
- Hire and supervise tradesmen during installations, repairs or maintenance (electricians, plumbers etc.)
- Inspect and maintain building systems (plumbing, heating, and electrical, etc.)
- Contribute to the development of maintenance budget and ensure compliance
- Monitor inventory of materials and equipment
- Participate in coordination of projects (e.g. renovations)
- Ensure adherence to quality standards and health and safety regulations
- Interaction with CSTC Managers and Board Member(s) in charge of grounds.
- Interaction with CSTC Managers and Board Member(s) in charge of the pool.
- Reports to CSTC Head Manager.

## **Requirements**

- Proven experience as maintenance supervisor or similar role
- Strong technical knowledge of all building systems (plumbing, heating, and electrical, etc.)
- Familiar with pool maintenance and upkeep
- Knowledge of health & safety practices and regulations
- Understanding of budgeting and performance management
- Excellent communication and interpersonal skills

## **Hours/ Reporting**

- +/- 16 - 20 Hours per week
- Need to forecast work hours and tasks for coming week
- Need to reconcile work hours and tasks worked on in current week once complete
- Need to get prior authorization ahead of time for hiring outside contractors
  - Need (2) quotes on any work totaling over \$1,000
- Need to forecast and get prior authorization on any materials needed/ordering for self-sustained work that is over \$100.