

Maintenance Manager Position Description.

Position Title.

cluBarham Maintenance Manager-Full-Time

Reports To.

CEO

Remuneration

Level A Modern Award with 20% Exemption = \$72,251 salary

Position Overview.

CluBarham is perfectly located on the Banks of the Mighty Murray River. Incorporating the Services Club, Golf and Sports Club and motel accommodation, CluBarham is dedicated to providing entertainment, and sporting facilities for the Barham community and visitors.

The Maintenance team are responsible for the grounds upkeep at the Services Club, RSL memorial park and both Motels opposite the Barham Services Club. The Maintenance team are responsible for fixing or coordinating the repair of any breakdowns at all CluBarham venues (Services & Golf Club house), assisting with Cellar operations and conducting weekly beverage deliveries & setting up furniture for the Clubs various functions. Given the size of CluBarham, this is a hands-on role whereby the coordination of many different functions covering various areas and responsibilities is essential. Planning, leading and co-ordination of a small maintenance team is essential.

Key Responsibilities.

- Lead and live the Clubs shared values and vision.
- Accountable for the day-to-day maintenance operations of the Club and its Venues.
- Strong time management.

- Reporting requirements for major repairs to management.
- Maintaining the grounds and gardens.
- Cleaning and tidying common areas.
- Fitting, testing, repairing and replacing fixtures and fittings, including lightbulbs, windows and doors.
- Performing basic plumbing maintenance and repairs on taps, basins and toilets.
- Performing minor welds to fabricate or repair fixtures.
- Clearing gutters and common areas of rubbish and debris.
- Applying and repairing paint and plaster.
- Assist with setting up furniture for functions and events.
- Manage all club-related activities in a commercial and cost-effective manner.
- Ensure a plant and equipment maintenance schedule is in place and adhered to
- Ensure that club facilities and equipment are always kept clean, attractive, and in compliance with company standards and local regulatory requirements.
- Cooperate with anything the employer does to comply with OHS requirements.
- Any other duties as requested by management.

Qualification and Skills.

- Exceptional communication skills, verbal, written and listening.
- Ability to use, repair and maintain machines and tools.
- Have a high level of problem-solving skills.
- Exceptional time management skills.
- Ability to lead by example and use initiative. Lead a small team with professionalism and integrity
- Reliable, punctual and trustworthy.
- Knowledge of all relevant compliance and industry regulations.

Licences

- Current Driver's license
- Fork lift license

Sign Off.

Based on the information above I agree to conduct myself in a manner that is inclusive, collaborative and in accordance with the Company's Health, Safety and Environmental Standards.

I will act with integrity, whilst ensuring that I am professional and prepared for my role. I will work within the scope of my skill set and to the best of my ability. I will communicate clearly and concisely to all stakeholders of the Company and uphold the Goodwill of the brand.

I intend to solve issues and make informed decisions within the scope of my role to better the Company to the highest standard. I understand what is required of me as an employee of CluBarham.

Employee:

Date:

Manager:

Date: