

# RIVERSIDE TENNIS CLUB COMMITTEE DUTY CARD



## MAINTENANCE OFFICER

### ROLE

- The Maintenance Officer is responsible for ensuring that the club facilities are maintained to a high standard and that asset related risks to club members and the general community are effectively managed.

### DUTIES

- Conduct maintenance checks as per the Riverside Tennis Club Maintenance Schedule;
- Prepare maintenance reports and advice to the Committee at least twice yearly and as required;
- Liaise with the West Tamar Council in relation to maintenance issues as appropriate;
- Seek quotations (at least 2) for maintenance works as authorised by the Committee and/or Council;
- Assist the Committee to apply for capital works and maintenance grants as appropriate.
- Assist the Committee in the organisation of working bees