

CLUB DEPORTIVO DIRECTOR FOR MAINTENANCE AND CONSTRUCTION

JOB DESCRIPTION

1. The Maintenance Director is responsible for the day to day maintenance through the use of volunteers and/or subcontractors coordinating with the Club Manager and Club Maintenance employee.
2. Is responsible for any construction projects – has plans drawn up for new, major projects and repairs.
3. Prepares cost estimates for the projects, repairs and replacements for presentation to the Board.
4. Works with the Club Manager and Treasurer when requesting materials and funds for repairs and projects.
5. Works closely with Directors to keep informed of areas needing attention.
6. Attends monthly Board meetings (November-April) and other meetings assigned.
7. Provides a written report of the previous month's projects/maintenance/requests for each Board meeting and for submission to the Club Secretary when appropriate.
8. Writes a summary of activities for the monthly Club newsletter when appropriate.
9. Prepares and presents a year-end report for the membership at the Annual Meeting.
10. Expect to become physically involved in work projects.
11. Accepts other duties as assigned.

Revised April 2021