**Overview**

The Equipment Maintenance Coordinator is primarily responsible for coordinating and conducting maintenance of the club’s mechanical equipment.

**Core Responsibilities**

* Ensure operating procedures for mechanical equipment including Line Marker, Mowers, Rollers and Covers are documented.
* Ensure an annual maintenance plan for key equipment is documented.
* Maintain equipment including Line Marker, Rollers, Mowers, Covers, Sprinklers and Hoses.
* Conduct and / or facilitate breakdown and preventative maintenance of equipment.
* Maintain inventory of spare parts.

**Additional Responsibilities**

* Liaise with Facilities Portfolio Manager regarding issues and maintenance.
* Maintain a register of equipment maintenance activities.
* Liaise with specialist vendors as required to ensure ongoing availability of equipment.
* Train, mentor and support an incoming Equipment Manager.

**Knowledge and Skills Required**

* Strong mechanical knowledge, particularly for small engines and hydraulics.
* Ability to operate equipment in a safe manner.
* Equipment maintenance skills.
* Ability to diagnose mechanical faults.
* Ability to source expertise (ie engineering etc) when and if needed.

**Personal Qualities**

* Effective communicator.

**Qualifications**

* None required.

**Expected Time Requirement**

Approximately 70 hours per annum (Sep – Mar).