



Equipment Manager

Position Description

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).