

TERMS OF REFERENCE – KFBC MAINTENANCE TEAM

BOM APPROVAL: 8 March, 2022

ROLE:

To maintain the Club's Infrastructure and facilities.

ELECTION/APPOINTMENT:

The Director of Infrastructure and Services will be responsible for seeking members to be part of the Maintenance Team, who will elect a coordinator, subject to Director and Board approval.

DUTIES:

- Maintain the Club's infrastructure and facilities to a safe standard and also enhances the appearance of the Club.
- Conducting routine inspections of premises and equipment.
- Performing preventative maintenance.
- Conduct maintenance tasks such as replacing light bulbs, leaking taps, etc.
- Overseeing contractors when professional repairs are necessary.
- Repairing machines, equipment, or structures as necessary
- Assign emergency repairs, corrective maintenance, fabrication, and all other tasks.

RESPONSIBILITIES:

- Report any issues, and provide periodical reports to the Director of Infrastructure and Services.
- Request any support required from Director of Infrastructure and Services.
- Liaise with members on infrastructure maintenance requirements or issues.
- Ensure adherence to quality standards and health and safety regulations
- Perform other related duties and activities as required
- Expend funds, once approved, and forward receipts to Director Finance for reimbursement.

DELEGATIONS:

- Coordinator is authorized to incur expenditure in accordance with the KFBC Purchasing Delegations.