

# **REIGATE PRIORY BOWLING CLUB**

## **Role Description**

**Role Title:**                **Maintenance Manager**

### **General Description**

To assist in the smooth running of Reigate Priory Bowling Club for the benefit of its members, by ensuring the fabric of the building is maintained.

### **Specific Duties**

1.     To undertake a regular survey of the Pavilion and associated areas in order to be aware of the likelihood of impending repairs.
2.     To arrange a programme of work to ensure maintenance tasks are carried out to the main building and associated areas, including storage sheds.
2.     To oversee the work carried out by members and provide guidance where required.
3.     To ensure materials are purchased in a timely manner ensuring the best possible price is obtained for building/maintenance materials.
4.     To liaise with the Treasurer regarding the purchase of materials.
5.     For more specific duties see Appendix A overleaf.
6.     To adhere to all RPBC policies and procedures.
7.     To ensure that all volunteers working within the maintenance team have been properly trained and have completed the Health and Safety Training Induction Record.

### **Other Duties**

1.     To actively involve Club members in the day to day running of the Club, to ensure a succession of knowledgeable participants for the future.
2.     To undertake such other tasks as may be reasonably requested by Captains or Chairman.

**REIGATE PRIORY BOWLING CLUB**

**MAINTENANCE MANAGER - REGULAR WORK ROUTINES**

**Buildings**

- Creosote outside of pavilion, all tool sheds and workshop during winter season.
- Rub down, wash down, undercoat and gloss all external white paintwork during winter season.
- Prepare and paint inside of pavilion as necessary during winter season.
- Check all roofing at regular intervals.
- Check and clear all gutters, downpipes and drains at regular intervals.

**Water Supply:**

- Turn off at stopcock and drain completely (Nov/Dec)
- Refill system and check for leaks (Mar/Apr).
- Ensure both external standpipes are appropriately covered and protected during winter.

**Bench Seats:**

- Remove from site and place in Pavilion in October.
- Wash down, rub down and varnish as necessary during winter/early spring.
- Relocate and re-fix outside (Mar/Apr).

**General**

- Maintain regular check of estate including paths and fences throughout the year, noting and prioritising necessary work to be undertaken.
- Arrange with the maintenance team to ensure sufficient materials available for Monday morning refreshment breaks during winter months.

**Financial**

- Purchase maintenance materials as needed, receiving authority for re-imburement, and submitting documentation to the Treasurer accordingly.
- Ensure that all expenditure remains within agreed budget levels.
- Advise the Chairman and committee of unduly high revenue expenditure, or of requests for capital expenditure requiring committee approval.