Dundee Sailing Club

Role Title: **Facilities Maintenance Officer**

Communication with: **Club members, Committee and external bodies as required**

Role Purpose:

To ensure facilities are maintained

Key Duties:

- ***Act as a point of contact for members to report maintenance issues***
- Carry out regular inspections of buildings to identify maintenance issues
- Develop solution options and get cost quotes to report to committee
- Act as a point of contact for outside contractors
- Act as an emergency contact for building issues

Skills Required:

Knowledge of maintenance issues. Good organisational skills.

Time Commitment:

Estimated 1 - 2 hours per week during sailing season