



U . A . S . C

University of Auckland Ski Club Inc  
Est. 1966

**Committee Job Description**

*Maintenance Officer*

**Function:** Responsible for lodge maintenance.

**Responsibilities:**

Work with the RVP and committee to ensure the lodge is well-maintained

- With the RVP, prepare and present an Annual Maintenance Plan to committee mid-season.
- Communicate closely with Custodian regarding running repairs / maintenance during the season
- Take note of issues that can be immediately dealt with and get them done, other issues are usually dealt with over summer.
- Work to develop long-term ideas for Club maintenance and the Lodge building in general
- Organise summer and first-semester work parties

Additionally the Maintenance Officer must be aware of the club's legal obligations for the Lodge including:

- Fire plan / emergency procedure
- Building Warrant of Fitness
- Building Code
- Safety

Need anything else?? Talk to the RVP if you are unsure of anything.