



ROLE DESCRIPTION

Role Title: Maintenance and Repair Co-ordinator

Reports to: Senior Owners Corporation Manager

PURPOSE OF THE ROLE

To co-ordinate the provision of basic property maintenance and repair for non-technical items and supervise and facilitate technical repairs and maintenance of buildings under the management of the owners corporation

KEY RESPONSIBILITIES

1. Source and provide competitive quotes for any technical repairs or maintenance needed by the structures held under the owners corporation.
2. Oversee the completion of any non-technical repairs as required by the structures held by the owners corporation.
3. Maintain the buildings and grounds controlled by the owners corporation as required.
4. Respond to any requests for repair or maintenance from the owners corporation managers or tenants.
5. Establish maintenance-monitoring schedules and utilise accordingly.
6. Establish and maintain a suitable bank of contractors required to repair and maintain buildings held by the owners corporation.
7. Complete any other tasks or duties as dictated by the senior owners corporation manager in relation to the repair and maintenance of buildings and grounds under the control of the owners corporation.
8. Collect and maintain any and all records relating to the history of repair and maintenance of all structures under the control of the owners corporation
9. Comply with general office policies, procedures and all legal requirements.

EXPERIENCE REQUIRED / DESIRED

- Approximately 3-5 years' administration or management experience, preferably with a repair and maintenance background.
- Proven success in issues resolution and project management and the ability to manage multiple priority tasks.
- Experience with tools and processes utilised in the repair and maintenance of properties.

KEY COMPETENCIES REQUIRED

- **Organisational Skills** – Is able to prioritise and plan multiple activities and meet objectives within established timelines. Seeks out and finds better ways to do things
- **Communications** – Able to effectively communicate at all organisational levels and in any environment in both verbal and written form.
- **Listening** – Understands the meaning and the intent of the communication and responds accordingly.
- **Attention to Detail** – Knows the buildings and grounds, and knows the current state of all properties under control of the owners corporation.
- **Resilience** – “Stays the course”, is not put off by barriers but pursues the task to its logical end.
- **Integrity** – Maintains legal, social and organisational standards and values and honours commitments.