

## Chapter 4: Maintenance Manager Job Description

**Insure that things get fixed:** *Be aware* of and utilize the resources available through the ICC and elsewhere (i.e. tools, training, and expertise.) And, to the best of your ability: *Gather together* the materials, the knowledge, and the labor to make necessary repairs and improvements. *Work together* with guidance from the Maintenance Staff to see that things are repaired/improved in a timely and appropriate fashion. *Follow through* with professional contractors (plumbers, electricians, etc.) and keep in touch with Maintenance Staff as to the status of repairs/improvements.

**Meetings:** Attend and participate in *every* bi-weekly Maintenance Committee meeting. Work with the Maintenance Chair and the other Maintenance Managers to improve Maintenance Policy and decide on money spent toward house projects at the ICC. Submit proposed projects to Maintenance Chair one week prior to Maintenance Meetings.

**Organization and Setup:** Put up poster so house members can list things that are broken or in need of repair within the house. Go through ICC house inspection reports, city inspection reports, preventative maintenance list and house poster to fix items in the house that are broken or in need of repair. If it is a large house organize maintenance assistants to assist in Maintenance Tasks.

**Communication:** Talk with other house officers and house members regarding maintenance concerns, and ongoing maintenance projects. Discuss with them fire safety concerns and arrange meeting place in case of a fire. Take responsibility for and be the voice for maintenance concerns in your house. Meet with the Maintenance Coordinator on a monthly basis to go over maintenance in your house.

**Inspections:** Work together with the appropriate persons (maintenance staff, work manager, kitchen czar/food steward, etc.) regarding: kitchen inspections; compliance with the Ann Arbor City Housing Code, after inspections by the City Housing Inspector; and follow-through on ICC inspections of your house.

### ***Qualifications:***

An attitude of inquisitiveness regarding how things work.

Good communication skills.

Excellent organizational skills.

Willingness to learn and try.