

## Chapter 4: Maintenance Manager Job Description

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

**Meetings:** Attend and participate in every bi-monthly Maintenance Team meeting. Work with the Director of Annual Maintenance and other Maintenance Managers to improve Maintenance Policy. Learn from hands-on training sessions to improve your house and teach others in your house what you've learned so that they may help you. Report what you've learned from Maintenance Team meetings during house meetings.

**Organization and Setup:** Set up an in-house maintenance request system so house members can list things that are broken or in need of repair within the house (e.g., post e-mail for requests, dry/erase board in common room, etc.). Go through ICC house inspection reports, city inspection reports, preventative maintenance list and house requests to fix items in the house that are broken or in need of repair or improvement. 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. Take responsibility for and be the voice of maintenance concerns in your house. Communicate regularly with the ICC maintenance staff to go over maintenance in your house.

**Fire Safety:** Create a fire safety plan for your house which should include a safe meeting place in case of a fire. Review this plan with your house during your first house meeting, with additional reviews occurring once per semester. Discuss any fire safety concerns that may come up with your house.

**Inspections:** Work together with the appropriate persons (e.g., maintenance staff, work manager, kitchen czar/manager, 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:***

- Full Fall-Winter commitment.
- An attitude of inquisitiveness regarding how things work.
- Good communications skills.
- Excellent organizational skills.
- Willingness to learn and try.