

Job Description

Job Title	Repairs and Maintenance Coordinator
Area/ Department	

Principal responsibilities and duties

Planned Inspections and Routine Maintenance

1. Contribute to the development of a medium to long term maintenance programme of works for all properties based on the Maintenance Surveyor's recommendations.
2. Monitor and manage the work schedule for all current and future maintenance tasks, ensuring the Society fulfils its obligations as a landlord.
- 3.

Updated July 2024

Person Specification

Job Title: Repairs and Maintenance Coordinator