

**Sun City PRIDES**  
**Building and Equipment Manager**  
**Position Description**

Position Purpose: To maintain the building; oversee the upkeep of all equipment, vehicles and supplies; schedule maintenance and repairs; and keep records of purchases and repairs.

Appointed by: Board of Directors

Length of Service: Open, assuming agreement between the Building & Vehicle Manager and the Board of Directors

General Position Description: The Manager will be the primary planner, organizer, leader and controller of the building, equipment and vehicles. The Manager will report to and receive support from the BOD.

Position Duties/Responsibilities:

1. Insure that the building itself is sound, secure, clean, organized and attractive.
2. Maintain all equipment:
  - a. Maintain all power tools in good working order.
    - 1) Repair or replace tools as needed.
    - 2) Sharpen chains/blades in shop when possible; work with local repair shop when necessary.
  - b. Supply tools, including power tools, to PRIDES members who need them to complete their responsibilities.
  - c. Keep an accurate inventory of equipment.
  - d. Keep adequate numbers of tools on hand.
  - e. Educate PRIDES members on the proper use of equipment when necessary.
3. Maintain all vehicles in good running condition.
  - a. Schedule all maintenance and repairs with local repair shops.
  - b. Keep records of all maintenance and repairs.
  - c. Keep truck and van fueled. Keep adequate gas on hand for golf carts and power tools.
4. Work closely with the PRIDES Squad Leader.
5. Work closely with the PRIDES Treasurer.
  - a. Keep appropriate records of all expenditures. Petty cash fund is provided.
  - b. Submit an annual inventory report of all equipment and vehicles to the Treasurer by November 30<sup>th</sup> of each year.

Additional note: The Building and Equipment Manager may spend up to \$300 on any new equipment and/or repairs to existing equipment. Any expenditures over \$300 must have the approval of the Board of Directors.

Approved 12/03/2022