

**EXECUTIVE POSITION JOB DESCRIPTION**

**Executive Role:** Facilities

The primary purpose of this position is to ensure that CVTC is a safe environment to all members.

**Responsibilities:**

* Attend all Executive meetings
* Communicate between the City of Mississauga and all contractors
* Liasson between CVTC, Club Manager and Club Pro
* Act as Maintenance Co-ordinator between the City Of Mississauga and CVTC
* Co-ordinate all facility repairs and contractors
* Act as project manager as needed
* Ensure the Fire Safety Plan is enforced
* Actively plan, identify and organize current and future needs or repairs
* Budget for current and future needs
* Organize volunteers as required

**Skills required:**

* Good communication, planning and organizational skills
* Good understanding of CVTC functions {courts, club house, water systems, electrical, plumbing, gardening etc.)
* Hands on abilities to do small repairs