

## **Uplift Community Alliance™**

### **HOUSE OPERATIONS CHAIR JOB DESCRIPTION**

#### **Position Summary**

The House Operations Chair shall be appointed by the President to oversee the maintenance, operation, security and improvements of properties, including buildings and their contents and grounds.

#### **General Responsibilities**

- Comply with the committee Policies.
- Appoint committee members.
- Conduct committee meetings as needed.
- Be a voting member of the House Operations Committee, attend meetings and submit reports to the President Elect.
- Manage the committee budget, approve and submit invoices and vouchers to the Treasurer.
- Maintain a committee procedure book and/or electronic records file.
- Submit a proposed budget for the succeeding year as directed by the Finance Committee.
- Prepare and submit a year-end report as directed by the President.
- Submit any job description and/or policy changes to the Bylaws Chair.

#### **Specific Chair Position Responsibilities**

1. Establish and manage a regular maintenance schedule (cleaning, trash removal, window washing, elevator inspection and maintenance, parking lot maintenance, heating and cooling unit annual maintenance, tree pruning, etc.);

Maintain building vendor contracts, agreements, and product files;

2. Approve all vendors and maintain current vendor lists;
3. Keep an annual record of all repairs, upgrades and/or modifications performed on buildings;
4. Conduct an annual inventory of the organization's property in the Programs Office.
5. Maintain kitchen and restroom supplies and consumables;
6. Maintain all office equipment and supplies;
7. Assure kitchen appliances are in working order and report need for repair.
8. Supervise annual grounds clean up and planting;
9. Schedule the annual inspection of the sump-pump in September;
10. Review snow removal contract annually and re-negotiate as necessary to accommodate changing weather patterns;
11. Maintain security and safety procedures for buildings;
12. Establish an alarm response team to respond in the event of an alarm;
13. Train members in use of alarm procedure;
14. Regularly inspect fencing, lighting, parking areas and walkways for safety and needed repairs.
15. Coordinate use of storage space.

#### **Competencies**

Relevant Microsoft programs

Digital and electronic communication