



Rogue Valley Genealogical Society

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Maintenance Coordinator Position Description

The Maintenance Coordinator is appointed by the President with the approval of the Board but is not a voting member of the Board of Directors. The position shall be for one year. Re-appointments and confirmations for additional one-year terms have no limit (Article XII, RVGS Bylaws).

Responsibilities

1. Routinely inspect the building and grounds for maintenance and safety purposes.
2. Perform building upkeep such as changing light bulbs, purchasing furnace filters, monitor thermostat settings, and make minor repairs as needed.
3. Notify the Board of necessary major repairs, provide estimates, arrange and oversee professional contractors as needed.
4. Oversee maintenance of the exterior of the building and grounds, landscaping, weeds, litter, drains etc.
5. Oversee all contractor maintenance agreements including the cleaning contract and contractor duties. Current checklist for the janitor is on the clipboard in the Janitor Closet. It is completed once a month and provided to the Treasurer for payment.
6. Maintain the maintenance binder at the front desk.
7. Assist in developing the building and maintenance budget.