



Job title	Maintenance Coordinator	Reports to	Head of Operations and Head of Facilities
Location	The Brick Community Stadium, Christopher Park, Stadium Way, Robin Park Arena, and Edge Hall Road.		
Department	Operations		
Job purpose			
. The role ensures that the stadium, its facilities, and surrounding grounds are maintained to a high standard, providing a safe, clean, and welcoming environment for staff, visitors, contractors, and event attendees.			
Key responsibilities and duties			
• Carry out general day-to-day maintenance, including minor repairs, painting, basic plumbing, carpentry, and fixture replacements. • Perform routine inspections to identify maintenance issues and report defects requiring specialist attention. • Ensure all public areas, offices, hospitality suites, changing rooms, and external spaces are maintained to a high standard. • Complete opening duties, including unlocking buildings, carrying out pre-event and daily safety checks, inspecting facilities, and ensuring the site is ready for staff and visitors. • Complete closing duties, including securing buildings, locking gates and doors, switching off non-essential equipment, and conducting end-of-day security checks. • Set up and dismantle equipment, furniture, barriers, and signage for sporting events, concerts • Liaise with external contractors to provide site access, monitor works, and ensure maintenance projects are completed safely and efficiently. • Report contractor performance and ensure work areas are left clean, safe, and compliant with procedures. • Carry out basic grounds and external maintenance, including litter picking, cleaning walkways, and maintaining surrounding areas. • Respond promptly to maintenance requests and emergency repairs to minimise disruption to operations. • Assist with planned preventative maintenance (PPM) tasks and maintain accurate maintenance records. • Operate basic maintenance tools and equipment safely and in accordance with training. • Follow health and safety policies and procedures, ensuring compliance with relevant legislation and standards. • Conduct basic health and safety checks, including identifying hazards, reporting risks, and helping to maintain safe working environments. • Use appropriate personal protective equipment (PPE) and safe working practices at all times. • Support fire safety procedures by ensuring emergency exits, escape routes, and firefighting equipment remain accessible. • Assist with risk assessments and report any incidents, accidents, or near misses in accordance with company procedures. • Work collaboratively with stadium management, event teams, and other departments to support smooth day-to-day operations. • Provide excellent customer service by assisting staff, visitors, contractors, and event personnel in a professional and courteous manner. • Be flexible to work evenings, weekends, and match or event days as required to support stadium operations.			
Health and Safety			
• Fully endorse and comply with the group's health and safety policy, match day safety policy. • Comply with all group policies and statutory regulations relating to health and safety, safe working practices, hygiene, cleanliness, fire, and COSHH.			

• Work within, uphold and endorse the Ground Regulations and Licensing Objectives • Have a full knowledge of procedures for evacuation. • Identify and report maintenance requirements or hazards within the workplace and encourage any workforce to do the same to avoid injury. • Consult with the Health and Safety Manager and Matchday Safety Officer to ensure events are managed in accordance with the policy		
Safeguarding		
• Fully endorse and comply with all aspects of the group's safeguarding policy. • Report any misconduct or suspected misconduct to the Head of Safeguarding. • Liaise with the safeguarding team to ensure events are managed in accordance with the policy.		
General		
• Cooperate fully with colleagues and be flexible when assisting them in response to business needs of the group. • Ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and promoting positive working relations amongst employees and customers. • Ensure working practices are compliant with relevant policies and legislation specifically general data protection regulations (GDPR) • The above job description is not intended to be exhaustive; the duties and responsibilities may therefore vary over time according to the changing needs of the group.		
DBS check required		Yes - Basic
Person Specification		
	Essential requirements	Desirable requirements
Qualifications	• Completed craft or maintenance apprenticeships in either plumbing electrical or carpentry • Full driving licence	• Health and Safety • First Aid • International Powered Access Federation (IPAF) training.
Experience	• Dealing with people in a professional manner • Working in a team • Ability to make quick decisions • Ability to follow procedures • Providing a maintenance within properties • Able to demonstrate multi-trade competence (plumbing, carpentry, or basic electrics)	
Knowledge, skills and qualities	• Honesty • Reliability • Punctuality • Commitment • Ability to work under pressure • Willingness to undertake training	• Knowledge of evacuation procedures • First Aid • Crowd management
I confirm that I have read and agreed to this job description outlining the main duties of my job role.		
Job holder name:		
Signed:		Date: