

PARK MAINTENANCE TECHNICIAN
(aka Mtc. Tech)
JOB DESCRIPTION
CHATEAU CHAPARRAL OWNERS ASSOCIATION
For 2021

Job Summary

The **Park Maintenance Technician** (PMT/MT) is an hourly employee responsible for the day to day upkeep and maintenance of Chateau Chaparral Owners Association (CCOA) Park. The MT reports to the Park Manager (PM) or President of the Board of Managers. The MT position is responsible for the grounds and facilities upkeep, with direction from the PM or President of the Board of Managers.

The Park consists of 306 individually-owned RV lots, several association common areas, common shower/bathroom buildings, a lodge with a shared laundry facility, roads, a footbridge over the river, and maintenance support facilities (i.e. the Shop). The position may be shared by two people, with Board approval. In the winter months (November through March) these hours are subject to reduction, at the discretion of the Board, based upon the work load and emergency responses (i.e. water line breaks).

Compensation

The PMT will **average** approximately 15 hours/week. If hours worked exceed 40 hours/week, then overtime will be paid at 1 1/2 times the hourly rate as approved by the Board. Hours beyond 15 hours/week may be for special projects or emergencies. There may be times when hours in excess of "15" will occur, as assigned by the PM. The MT is required to keep a time/task log of hours worked.

Responsibilities

The position may be shared by two people, with Board approval. In the winter months (November through March) these hours are subject to reduction, at the discretion of the Board, based upon the work load and emergency responses (i.e. water line breaks).

At the direction of the PM, the Maintenance Tech (MT) will be responsible for duties assigned, which includes, but is not limited to:

- Performing the daily operations to maintain the infrastructure of the Park Community and may supervise the work of Association volunteers who perform this work
- Receives assignments by work order and/or verbal instruction from the PM or President of the Board of Managers.
- Maintains the Grounds and Facilities that include the common areas, the Bridge, roads, signage, equipment, and buildings as needed
- May work alongside the Association Water/Sewer Technician as needed
- Required to operate a backhoe/loader, drive a pickup truck, small tractor, and other tools and small engine equipment needed for maintaining the Park
- Maintains all equipment by utilizing the shop or other professional assistance as needed