

**MAINTENANCE MANAGER
JOB DESCRIPTION
CHATEAU CHAPARRAL OWNERS ASSOCIATION
Amended August 31, 2024**

Job Summary

The **Maintenance Manager** (MM) is an hourly employee responsible for the day-to-day upkeep and maintenance of Chateau Chaparral Owners Association (CCOA) Park. The MM reports to the President of the Board of Managers (Board) and/or Liaison from the Board assigned by the President. Salary and terms of employment are set by the Board. The MM position is responsible for the grounds and facilities upkeep.

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 MM oversees the day-to-day maintenance operations to ensure a safe and well-maintained community. This position often works independently in the absence of the Board during any month of the year. The MM has considerable leeway to work independently after consultation and direction by the Board President and board liaison. The Board President and board liaison will conduct quarterly evaluations along with a year-end evaluation. In order to accomplish these duties, the MM works with the Board of Managers, Association staff, volunteers, and volunteer committee members.

Compensation

The MM will **average** approximately 22 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 22 hours/week may be for special projects or emergencies. There may be times when hours in excess of 22 will occur, as assigned by the board liaison. The MM is required to keep a time/task log of hours worked and mileage (which will be reimbursed at the current IRS rate).

Responsibilities

At the direction of the board liaison, the Maintenance Manager (MM) will be responsible for duties assigned, which include, but are 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.
- Maintains the Grounds and Facilities that include the common areas, the Bridge, roads, signage, equipment, and buildings as needed, and minor hydrant repairs as needed.
- May work in cooperation with 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 as needed for maintaining the Park
- Maintains all equipment by utilizing the shop or other professional assistance as needed
- Follows the Maintenance Management Manual for operational procedures

- After-hours emergency response (i.e. water line breaks or sewer pump malfunctions)
- Check ccoamaintenance.com email for work orders
- Manage and prioritize work orders.
- Water/Sewer emergencies will be managed by Maintenance Manager and Water/Sewer Tech via maintenance phone
- As requested, attends Board Meetings to give an Operational update to the Board
- Advises the Board on long-term infrastructure needs for repair, replacement, and upgrades and makes recommendations on changes to promote efficiency and cost-effectiveness.
- Solicits bids to present to the Board
- Determines the need for contract maintenance vs. in-house capabilities
- Completely oversees entry to the maintenance building and the equipment.
- Maintains sufficient inventory of materials, parts, and equipment in accordance with the CCOA budget
- Supports the Board during Budget Preparation by researching costs/estimates
- Overseeing maintenance and security of the Chateau, constantly looking for areas of improvement and those in need of repair.
- Keep track of expenditures and remain within the budget for each of the following line items: grounds, buildings, tool/equipment repairs, tool/equipment purchases, water repairs, and sewer repairs.
- Meet with the Board & Treasurer to discuss possible budget revisions if needed.
- Submit all receipts to the treasurer in a timely manner.
- Submit work logs to the treasurer at the end of the last day worked in the month.

Supervisory Responsibilities

The MM carries out the duties described herein with the help of hourly employees as needed. The MM supervises the work of these employees, including work scheduling which is efficient and cost-effective; the conformance of employees to good work standards and maintenance of accurate records of hours of work; and the evaluation of their performance and discipline.

The MM assists the Board in recruiting new maintenance employees and hires and terminates employees after consultation with the Board.

Fiscal Management Responsibilities

After approval from the CCOA President, board liaison, and/or Treasurer, and in strict conformance with the Chateau Chaparral Owners Association budget guidelines and purchasing policies, working toward cost-effectiveness and efficiency the MM may make purchases for equipment and supplies. Invoices must be submitted to the CCOA treasurer at the time of purchase.

Pre-Employment Requirements

- Background check including employment references, criminal history, and driving record review
- Must be legally entitled to work in the United States