

Job Title: Maintenance Person (MP)

Employer: Chateau Chaparral Owners Association (CCOA)

Supervising Entity: Elevation Management Group (EMG)

Job Summary

The Maintenance Person (MP) is an hourly, non-exempt employee responsible for performing the day-to-day maintenance, repair, and upkeep of the Chateau Chaparral Owners Association (CCOA) Park under the direct supervision of the Association's management company, Elevation Management Group (EMG). The MP reports to EMG, which provides daily direction, oversight, and written authorization on behalf of the CCOA Board of Managers (Board).

The MP is only authorized to perform duties assigned and approved in writing by EMG and cannot make decisions on their own on behalf of the community. No work shall begin or be considered complete without written authorization and photographic documentation through Vantaca (Service Request). All maintenance decisions, projects, purchases, and operational activities must be pre-approved in writing by EMG, with Board approval when required.

The Park consists of 306 individually owned RV lots, multiple common areas, bath/shower buildings, a lodge with shared laundry, private roads, a footbridge, and maintenance support facilities (the Shop). The MP's role is to ensure these areas remain safe, functional, and well-maintained, while following EMG procedures and maintaining clear, daily communication through Vantaca (Service Request).

There will not be any additional "perks" associated with this position, such as the provision of quarters for laundry.

Compensation and Work Hours

- **Regular Pay Rate:** \$29.00 per hour
- **After-Hours Emergency Pay Rate:** \$43.50 per hour
- **Regular Pay Rate: Work Hours:** Monday through Friday, 7:30 AM – 5:30 PM
- **Average Weekly Hours:** 22 hours per week.

Any work performed **outside of regular hours** is considered **after-hours** and must receive **prior authorization from EMG**.

After-hours and emergency responses are **strictly for triage or temporary mitigation only**—to make the situation safe or prevent further damage. Permanent repairs or full

corrective actions must occur **during regular working hours**, following written EMG approval.

The MP will average approximately **22 hours per week**. Hours exceeding **40 hours per week** will be paid at 1.5 times the hourly rate, but only with **prior written approval from EMG**. Any additional hours beyond 22 per week must be pre-approved in writing by EMG or the Board for special projects or emergencies.

The MP must:

- Maintain daily **time and task log**.
- Document all work in Vantaca (Service Request) with before-and-after photos.
- Submit **mileage reports** for reimbursement at the current IRS rate (subject to EMG approval). Mileage reimbursement will apply only to trips taken outside Chateau. Work within Chateau will be done using the truck or one of the two golf carts.

This position has the option to continue with potential pay increases if both the Association and the MP agree to ongoing employment. Formal performance reviews will be conducted bi-annually to evaluate performance, efficiency, communication, and adherence to EMG directives.

Primary Duties and Priorities

Under the **direct supervision of EMG**, and with written authorization from the Board when required, the Maintenance Person will:

1. **Perform Authorized Work Only**
 - Carry out only those maintenance and repair duties specifically assigned and approved in writing by EMG.
 - Refrain from undertaking any task, project, or purchase without written authorization.
 - **Cannot make decisions independently on behalf of the community.**
2. **Documentation and Reporting**
 - Use **Vantaca (Service Request)** to document all work daily, including before and after photos.
 - Upload all documentation to EMG by the end of each workday.
 - Maintain clear communication with EMG regarding work status, materials, and safety concerns.
3. **Facility and Grounds Maintenance**
 - Maintain and repair common areas, signage, park infrastructure, roads, and facilities per EMG direction.
 - Report all safety hazards or urgent repair needs to EMG immediately for instructions before acting.
4. **Equipment Operation and Care**
 - Operate and maintain equipment such as backhoe/loader, pickup truck, small tractor, and small-engine tools only as trained and authorized.
 - Obtain written approval from EMG before initiating any equipment repair or purchase.
5. **Emergency and After-Hours Response**
 - Respond only when **directed or authorized by EMG**.

- Perform **triage-level work only** (e.g., temporary shutoff of utilities, containment of leaks, securing of hazards).
 - Provide EMG with full documentation and notification immediately following the event.
 - Schedule and perform permanent repairs during regular work hours after written approval.
6. **Collaboration and Communication**
- Work cooperatively with the Water/Sewer Technician as directed by EMG.
 - Check **Vantaca (Service Request)** daily for new or updated work orders.
 - Attend Board meetings as the MP only when specifically requested by EMG or the Board to provide updates.
7. **Procurement and Fiscal Controls**
- Request and receive written approval from EMG before any purchase over \$50.00 or bid solicitation.
 - Submit all receipts, invoices, and proof of purchase immediately for processing.
8. **Shop and Equipment Security**
- Maintain all tools, materials, and vehicles safely and securely within the Shop at all times.
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Lodge & Bathhouse Cleaning Duties

At EMG's discretion and with prior written authorization, the MP will perform **cleaning duties at the Lodge**, up to **6 hours per week**, as part of the maintenance responsibilities. These duties include:

- **Routine Cleaning:** Vacuuming, dusting, scrubbing bathroom toilets, sinks, mirrors, showers, and floors.
- **Restocking Supplies:** Replacing toilet paper, paper towels, and other consumables as needed.
- **Post-Use Cleaning:** Cleaning the Lodge after each rental or use to ensure the facility is left neat, tidy, and properly reset for the next user.
- **Organization:** Ensuring furniture, equipment, and amenities in the common area are returned to their designated places after use.
- **Access Management:** Unlocking and locking the Lodge for rentals or events that occur outside of regular maintenance hours.

All Lodge cleaning activities must be **approved, documented, and reported through Vantaca (Service Request)**, with before-and-after photos for EMG review.

Supervisory Responsibilities

The MP has **no independent supervisory authority** and **cannot make decisions on their own on behalf of the community**. Any coordination with other employees, contractors, or volunteers must occur **under EMG direction** and with **written Board authorization**. Scheduling, assignments, and disciplinary actions are handled **exclusively by EMG**.

Fiscal Management Responsibilities

The MP has **no independent purchasing authority**. All expenditures must receive **prior written approval from EMG** and align with the Board-approved budget.

Pre-Employment Requirements

- Successful completion of a background check (including employment references, criminal history, and driving record).
 - Legal authorization to work in the United States.
 - Demonstrated ability to safely operate and maintain vehicles and equipment.
 - Ability and willingness to use ccoamaintenance.com and EMG communication systems daily for reporting and documentation.
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Chain of Command and Oversight

1. **Board of Directors (CCOA):** Establishes policies, budgets, and maintenance priorities.
2. **Elevation Management Group (EMG):** Provides daily supervision, written approvals, and oversight for all maintenance operations.
3. **Maintenance Person (MP):** Executes assigned work **strictly as directed and authorized in writing by EMG** and **cannot make decisions independently on behalf of the community**. All activities—routine or emergency—must be documented in ccoamaintenance.com and approved in writing before being considered complete.