

PINECREST LAKE PROPERTY OWNERS ASSOCIATION (PPOA)

CARETAKER POSITION

Overview

Ability to:

- Perform timely general maintenance of buildings, equipment and grounds, including weed control and debris removal as more fully described in Scope of Duties
- Assume and retain responsibility for performing required duties, including determining methods, techniques and procedures as well as prioritizing required duties
- Respond, assess and arrange to correct emergency situations including but not limited to water leaks, power failures, storm/fire damage or unauthorized access to property or facilities
- Operate and maintain mowers, trimming equipment, backhoe and related tools
- Operate PPOA vehicles and transport debris and clippings to local dump
- Inspect/troubleshoot electrical supply for septic lift pumps to maintain operation
- Ensure proper well pump operation to maintain lake water level
- Oversee general security of the property, including reporting suspicious persons or activities to supervisor and when appropriate, law enforcement
- Perform seasonal winterizing and reopening of Clubhouse as well as maintenance tasks as specified or required
- Occupy and maintain Caretaker's residence and adjacent grounds
- Maintain courteous relationships with supervisor, Board members, residents and third party suppliers/contractors
- Other related duties as assigned or required

General Requirements:

- Have legal right to live and work in Arizona and possess valid Arizona driver's license
- Submit to routine criminal background check
- Successful candidate agrees to enter into a written Employment Agreement with PPOA

SCOPE OF DUTIES

Knowledge required:

- Leach field location and how they are used
- Location and operation of valves to control sewage effluent into leach fields
- Location of water shut-off valves to isolate sections of park in event of water line break
- Operation of septic lift pumps
- Winterizing and reopening (de-winterizing) clubhouse
- Operation of Lake water system

Actions as required:

- Monitor sewer pumps electrical supply
- Shut off water main to park in event of emergency (loss of electrical power to sewer pumps)
- Shut off water at individual lots in event of emergency (leaks) or for installation of stop valves, and/or before or during off-season
- Maintain equipment by performing routine maintenance
- Replace light bulbs inside and around the exterior of clubhouse, park entrance and lake
- Winterize and close clubhouse Oct. 15 or as directed by supervisor
- Open and de-winterize clubhouse April 15, or as directed by supervisor
- Treat the Oklahoma Draw channel and accumulated water in ditches for mosquitoes
- Perform routine plumbing maintenance, (e.g. leaking faucets, stopped drains)
- Minor painting associated with small repairs or maintenance
- Upon authorization, call in plumbing, electricians or other contractors for emergencies or in situations requiring special knowledge, skills or equipment from list of contractors selected by the board
- Repair woodpecker holes or damage by rodents in clubhouse and on other PPOA property
- Keep all PPOA equipment in C1 garage except large trailer, truck and side-by-side UTV

- Notify supervisor immediately, or in his/her absence, another board member of any problems requiring more than routine attention
- Perform other work deemed necessary by supervisor or named assistant (a work order will be provided with scope and expected completion date)
- Send any invoices for reimbursement to Treasurer in a timely manner with reason for purchase and who approved the expenditure
- Maintain all drainage ditches for proper drainage throughout the year, removing debris and excess gravel build up
- Oversee repair by contractors on common grounds, streets and clubhouse as approved by supervisor. This may include digging up and replacing water valves
- Spray weed killer in all common areas as requested by supervisor
- Clean debris in rain gutters on clubhouse

Detailed duties

Daily in-season:

- Perform clubhouse security check, including walking around outside prior to opening. Call law enforcement if evidence found of break-in and notify supervisor
- Perform security check for overall park in morning, including walking or driving all park streets to identify things amiss, including non-residents fishing
- Open clubhouse at 7:00 AM
- Close clubhouse at 9:00 PM, check and make sure all entrances are locked (except as directed by the board or a homeowner who will take responsibility for closing/locking)
- Monitor park facilities during the day and report to supervisor unauthorized visitors who use park facilities including showers, laundry room or refuse collection bins
- Assist as requested to set up for meetings, including setting up tables and chairs in clubhouse or parking lot
- Check the lake area and dispose of floating debris; verify the fountain light and air pump are working properly
- Verify well pump operation to keep the lake at proper level.

Daily off-season:

- Perform security each morning and evening by walking or driving all streets in the park to identify things amiss, including non-residents fishing.
- Verify that the heat lamp in the valve house is on and working properly when temperature is below 30 degrees

Weekly in-season:

- Pick up pine needles and cuttings at homeowner lots on Tuesday and Saturdays; transport to disposal site as needed
- Water shrubs and trees around clubhouse, lake and common areas as needed
- Record septic system lift pump readings each Wednesday
- Inspect trash/garbage pickup area and clean as needed
- Contact supervisor to review plans and items requiring attention

Monthly in season (more often if required):

- Rake and remove pine needles from clubhouse parking lot
- Switch leach fields and record in book of sewer records
- Remove spider webs from clubhouse area including outdoor tables, benches
- Mow and trim common area and along the walking path in front of PPOA property
- Trim grass and weeds bordering Oklahoma Draw channel
- Trim grounds (grassy area) around lake
- Weed and clean horseshoe pits and bocce ball court

Monthly off-season:

- Record water meter readings first Wednesday of the month.
- Record septic system lift pump readings first Wednesday of the month

Yearly/Periodically:

- Clean the Oklahoma Flat Draw of weeds and debris, may require burning sides and bottom of draw as directed by supervisor
- Measure septic tank sludge as directed by supervisor
- Work with local fire department to check operation of hydrants
- Remove fountain from the lake November 1, or as directed by supervisor
- Replace and startup fountain in the lake April 15, or as directed by supervisor
- Trim trees and shrubs around clubhouse and common areas
- Check accessibility and operation of main water valves on streets as requested by supervisor
- Check outside tables and benches for usability; report condition issues to supervisor
- Clean lot around caretaker residence
- Check for repair or replacement of common area split-rail fencing
- Remove snow from streets as needed

Clubhouse Duties (In season)

Overall:

- Monitor cleanliness of clubhouse daily
- Clean and sanitize drinking fountain daily
- Ensure chairs and tables are neatly arranged daily
- Dust tables and chairs, vacuum floor and fans weekly or as needed
- Mop floor monthly or more often as needed
- Wash inside of windows in main part of clubhouse monthly
- Annually wash windows outside

Bathrooms:

- Clean and disinfect toilets, showers, sinks, mirrors daily
- Replace towels and toilet paper as needed
- Refill soap dispensers as needed
- Report any plumbing problems observed
- Mop floors, wash down walls in toilet and shower stalls weekly
- Clean and spray disinfectant on wooden mats and shower curtains weekly

Kitchen:

- Empty trash daily
- Clean and wipe countertop and appliances daily
- Mop floor weekly or more often if needed
- Dust or wipe down mini blinds
- Soak mops in disinfectant weekly

Office:

- Empty trash daily
- Dust and vacuum weekly
- Dust or wipe mini blinds weekly; wash inside of windows monthly

Laundry:

- Sweep floor and empty trash daily
- Mop floor weekly or as needed
- Replace paper towels as needed
- Wash inside and outside of window on door monthly or as needed
- Sweep door entryway weekly or as needed

- Run white vinegar through washing machine monthly
- Wash inside and outside of door monthly
- Wipe down washers and dryers weekly, also clean the area behind the equipment
- Remove lint build-up from outside vent monthly

Pool room:

- Empty trash daily
- Clean window sills weekly
- Wash windows inside weekly or as needed
- Vacuum rug weekly

Outdoor Vestibule:

- Sweep area, remove cigarette butts and empty trash bins daily
- Clean cabinet glass inside and out, wipe framework weekly

General:

- Take silk floral arrangements outside and spray with cleaner as needed
- Vacuum couches in TV area weekly or as needed
- Dust tops of kitchen cabinets and fans in clubhouse weekly
- Apply furniture polish to cupboards and all wooden doors in clubhouse monthly
- Remove any trash and objects left behind after parties
- At the end of the season, empty refrigerator and freezers, dispose of leftover food
- Wash refrigerator and freezers inside and out, including frost removal, leaving doors open