

## **CARETAKER MLPOA Job Description**

Caretaker/Security for Manor Lands Property Owner's Association (MLPOA), which is located in the Uinta Mountains along highway 150, approximately 28 miles south of Evanston Wyoming, and 17 miles north of Mirror Lake.

This is a year round position and the caretaker and immediate family will occupy a home located on the premises. The home, with appliances and utilities will be furnished. All equipment and operating costs for performance of duties are covered by the Association, not including personal equipment such as a snowmobile suit, boots, overalls, gloves, safety glasses, etc. Must be in good physical health and able to do some heavy lifting when required. Also must be willing to work weekends, holidays, 5 days a week, with 2 flexible/alternating weekdays off. The Caretaker must demonstrate the knowledge, skill and the ability to perform the following duties.

### **Daily tasks (5 days/wk.) include:**

1. Travel on dirt roadways for inspection to ensure security of all homeowners' and Association property (approximately 1-1/2 hours).
2. Check locks on 6 gates twice daily (approximately 1-1/2 hours). *Note: Travel will be made by ATV 4 wheeler, snowmobile, or truck*
3. Report, via internet, daily activities and occurrences as per provided instruction (approximately ½ hour).
4. General mechanical skills in the care, operation and maintenance of ATV 4-wheeler, snowmobile, snowplow truck, fire trucks, and grader.
5. Monitor conduct of residents and guests in accordance with the rules and regulations.

### **Seasonal tasks:**

1. Person must be able to operate trucks and grader to help maintain dirt roads in the summer months, and operate snowplow truck and grader in the winter months for removal of snow.
2. Use of hand tools for minor maintenance of premises and equipment may be required on occasion.

### **Contact Information:**

The caretaker shall report directly to the President of the Manor Lands Property Owners Association (MLPOA) Board. If the President is not available through email or phone then leave a message. If an answer is needed immediately, contact the Vice President of the MLPOA Board. If the Vice President is unavailable, continue to contact the applicable MLPOA Board member associated with the situation and on down the chain of command as needed for immediate or emergency issues etc. All other matters relating to facilities and equipment, roads, fires, building or excavating should be reported through an automated internet daily log report directly to the President who will notify the applicable MLPOA board member.

For emergencies dial 911, then contact the President which will contact appropriate board member, again if the President is not available then contact the Vice President and on down the chain of command as needed.

### **Association Will Furnish:**

- A residence in good condition, along with refrigerator, stove, washer and dryer.
- ATV
- Four-wheel drive vehicle & other vehicles to accomplish the job.
- Snowmobile
- Utilities
- Phone for business purposes only,
- Fuel/oil and maintenance of vehicles with relation to job duties only.
- Computer with internet capabilities.
- MLPOA will pay \_\_\_ cents (\$. ) per mile (cost determined on a yearly basis) to drive personal vehicle for MLPOA purposes: Must have prior approval from the President.

### **Association Will Not Furnish and Caretaker Responsibility:**

- Personal phone calls will need to be reimbursed to MLPOA. Utilization of a calling card or personal line is recommended.
- Individual health and life insurance is the responsibility of the Caretaker.
- Reasonable upkeep for normal wear and tear in use of the residence and appliances.
- Pets are not permitted (exception by Board approval).
- Smoking is not permitted in Caretaker cabin

### **Job Hours:**

- Five (5) days per week year round
- Days off shall be two of the following (alternating): Tuesday, Wednesday or Thursday (except holidays).
- Emergency time off will be cleared by the President.
- Work weekends and holidays (holidays which fall on a regularly scheduled day off may be taken as compensatory time off).
- Time off Sunday to attend Church services is allowed.
- One day of vacation time shall be earned per two months worked.
- Thirty days notification must be given to the President to use vacation time.
- No vacation leave may be carried over into the next year.
- Any problems should be reported immediately to the President (reference Contact Information Paragraph above).

### **Responsibilities:**

- Keep a daily log of work schedule and accomplishments, available upon request for review. Report daily log information through automated email/internet capabilities.
- Monitor and inform MLPOA members of infractions to the rules and regulations, do not threaten or confront the member over the issue, but report it to the President. (Confrontation is not necessary, that will be the responsibility of the Board)
- Use of hand tools for minor maintenance of premises and equipment up keep will be required on occasion to help maintain the MLPOA facilities and equipment.
- The Caretaker will be trained and have the responsibility for the upkeep of all equipment, including the fire trucks and will learn how to operate and run the fire truck/equipment as necessary.
- The Caretaker will be responsible for the general security of all Manor Lands property.
- Inform members that all MLPOA gates keys will be controlled and approved by the appropriate board member over Security, President and/or the board.
- Do not allow non members in the gate. Each member is responsible to personally give their visitors, guests and family members, prospective buyers, etc., entrance into Manor Lands. (Exception: The Board of Director's can approve entrance to Manor Lands and request the caretaker to open the gate for individuals hired to perform Manor Land work.)
- A visual check will be made once a day, 5 days a week of all properties.
- Roads and gates will be checked twice a day, weather permitting. (Alternate rounds to accommodate every road within MLPOA everyday at least once)
- It is the Caretakers responsibility to report anything out of the ordinary as far as security of the property is concerned to the member and notify the President. If a break-in has occurred report it to the Summit County Sheriff immediately.
- It is the Caretaker responsibility to see that gates are kept closed and locked. Any locks not in good working order must be reported immediately to the President.
- In the winter time, the Caretaker is responsible to check out new tracks to make sure that only members or invited guests are on MLPOA properties.
- Damage to signs or gates must be reported to the President.
- Must be able to operate trucks and graders to maintain the roads in the summer months and operate snowplow truck and grader in the winter months for removal of snow. All vehicles will be started at least once a week and all fluids/oil will be checked and maintained on weekly basis.

- In the winter time, using the grader and snow plow with chains properly mounted, the Caretaker will remove snow to a 6" depth on the main road completing a route that is determined by the Board each year. MLPOA & ULPOA will take turns maintaining Aspen Road to Highway 150 as outlined in a separate agreement. Both parking areas shall be maintained at a 6" depth. Special attention shall be made to have this cleared by Fridays for upcoming weekend and prior to major winter holidays; Christmas, New Years, Martin Luther King, and Presidents Holidays.
- Notify the President, through the daily log, of lot number tag orders for ATV's, motorcycles and snowmobiles and assist in the sale of those tags.
- Monitor ATV, vehicle and snowmobile traffic to 15 mph.
- The Caretaker shall leave current messages on the office phone messaging machine, the board in the office window when necessary and daily log when applicable. Reports of snowfall, significant events and road conditions should be updated twice weekly, with more frequent updates during unusual conditions; fire, heavy snowfall etc. (this should also be reported in the daily log).
- The Caretaker shall, during rounds, make an effort to collect litter.
- Report new owners to the President of MLPOA.
- Do not use MLPOA property and work time to assist MLPOA members with personal favors.
- Ensure dumpsters are emptied prior to holiday weekends, or dumped on a regular basis. (Do not obligate the MLPOA with additional dumpsters without notifying the President).
- Monitor dumpsters, as possible, to ensure only household trash is being placed in them, and garbage is secured and not left on the ground. (30 yard roll off dumpster will be provided on a required basis when approved & ordered by the MLPOA board, for all other misc. trash).
- Do not obligate MLPOA for any additional cost with out prior approval and do not provide information on work requirements or contractors that can benefit from the information
- Monitor both parking areas, as possible, to ensure only MLPOA residents and guests are using them during the winter months. No ATV's, snowmobile trailers, or other personal property are to be left in Manor Lands parking areas beyond 10 days without the owner completing a written "parking agreement" with the caretaker/security guard. Remind those using them during the summer that they must have permission from the private lot owners before trespassing (do not trespass during the summer, KEEP OFF).
- Shall not permit the storage or parking of any property long term, not belonging to MLPOA or the Caretaker around the Caretaker/Security cabin or Reynolds station.
- Monitor trespassing on private property both in the summer and winter and report ATV tag #, snowmobiles, vehicles, person or persons in the daily log when available.