

## **CARETAKER'S JOB DESCRIPTION**

revised 3/20/2017

**Priority #1: 1. Work under the supervision of Jim Marks.**

**2. Perform the tasks outlined in Caretaker Job Description.**

**3. Follow the guidelines set out in Caretaker Letter of Understanding.**

**4. Be courteous to owners and their guests.**

### **I. SECURITY AND SAFETY**

**Help the owners protect their property.**

- A. Live on the property, and be present on the property except for days off.
- B. Notify Jim Marks before leaving the property for more than 8 hours—it is ok to leave on days off as long as Jim is informed.
- C. Be watchful of people entering and leaving.
- D. Keep people with no business at The Landing out. Call the law if needed.
- E. Investigate unusual noises and circumstances.
- F. Be alert for and correct unsafe conditions.
- G. Be alert for and correct fire hazards.

### **II. ASSIST OWNERS**

**Keep owners informed and help them in emergencies.**

- A. In an emergency, help owners every way you can.
- B. Notify owners of any problem you discover with their condo unit. Also, notify Jim Marks. Carrol Blackwell will provide you Owner Contact information.
- C. Notify the owners if you become aware that severe inclement weather is approaching. Help retrieve and/or secure their boats and PWCs.
- D. Private jobs for owners are extra work for extra pay. Your Caretaker duties for The Landing must be your highest priority.

### **III. GROUNDS**

**Keep the property clean and green.**

A. Garbage Disposal

**Dump the trash cans daily when people are using their condo.**

**Ensure trash removal service empties dumpsters on schedule.**

- 1. Pick up trash at each building and put in dumpsters daily when people are using their condo—otherwise as needed.
- 2. Ensure the trash cans are empty at the beginning of each weekend and/or holiday.
- 3. Ensure the trash cans are emptied at the end of each weekend and/or holiday.
- 4. Ensure Trash Removal Service empties dumpsters as scheduled, Monday and Friday. Be in contact with Trash Removal Service if there are any problems which result in missed trash pick up.

B. Yard

**Keep the yard clean, green, mowed and edged, and free of ants, stickers, and litter.**

- 1. Keep litter picked up.

2. Mow when needed.
3. Trim / String Line Edge where and when needed.
4. Blow off debris from owner's front and back porch.
5. Maintain grass cover.
6. Apply fertilizer and fire ant poison as needed
7. Treat fire ant mounds as soon as found. **This is very important.**
8. Trim trees as needed. Winter is best time.
9. Spray insecticide around the perimeter of each building.

#### C. Sprinkler System

##### **No brown spots.**

1. Sprinkler heads aimed correctly.
2. Sprinkler heads working correctly and no stop ups.
3. Schedule sprinkler appropriately.

#### D. Drives, Parking Areas, Owner's Boat Storage

##### **Keep these areas clean, no pot holes, no weeds, well lighted.**

1. Maintain gravel, no pot holes.
2. Apply herbicide as needed.
3. Keep litter and nails picked up.
4. Ensure all lights are functioning properly.

#### E. The Tennis Court will become multipurpose play area.

##### **Keep the court clean.**

1. Keep water, dirt, gravel swept or blown off the court.
2. Keep litter picked up.

### IV. DOCK

#### **Keep the dock, the boat slips, and the PWC tie-ups in good working condition.**

- A. Inspect the dock, each boat slip, and each PWC tie-up weekly and make necessary repairs. Especially ensure the plastic fenders at the boat slip entrances are present and in good condition.
- B. Deck and walkway to it is secure, in proper position, and cable tension is proper.
- C. Lights and electrical systems working properly.
- D. Make repairs as needed.
- E. Power wash deck in spring.
- F. Remove spider webs in peak-season.
- G. Keep fishing area clean.

### V. SWIMMING POOL

#### **Have the pool clean and ready for owners every day during the peak season.**

Ridgeview Pools keeps the chemistry tested and maintained at correct levels. If needed, call Gary Crouch 940.550.4702.

Keep filters clean and within proper PSI range.

Keep pool deck clean. Blow off after mowing and trimming grass.

Keep pool skimmers and pool sweep emptied daily during the season.

Make the pool ready for owners from 9 AM until 10 PM during the season.

Remove litter.

Run the pool circulating pump and filter from 10 PM until 9 AM during the season. Run the pool sweep from 10 PM until 7 AM during the season. Circulating pump must be on if pool sweep is on.

#### VI. BUILDINGS DURING SUMMER PEAK- SEASON

**Keep the sewer main pipe and septic systems flowing.**

**Keep an eye out for problems in and around the buildings.**

- A. Be an expert on the septic system that supports each building.
- B. Ensure sewer main drains from building to septic tanks are flowing properly.
- C. Ensure septic tanks are pumped if needed.
- D. Observe and look for signs of problems from the outside of each building.
- E. Enter and check condo unit if problems are seen or suspected. Notify Jim Marks if a unit is entered.

#### VII. BUILDINGS A-F & POOL DURING WINTER / OFF SEASON.

**Keep the pipes from freezing.**

**Keep an eye out for problems in and around the buildings.**

- A. Keep the heat on and the thermostat set to a minimum of 45 degrees.
- B. Keep the water to the buildings off.
- C. Enter each unit before the first hard freeze to insure heat is on and water off.
- D. Enter and check condos if problems are seen or suspected. Notify Jim Marks, if unit is entered.
- E. Make repairs to buildings as directed by supervisor.
- F. Paint outside of buildings as directed by supervisor.
- G. Assist outside contractors.
- H. Keep pool equipment from freezing.
- I. Keep gutters on each building clean.
- J. Keep pool gates locked.
- K. Trim trees as directed by supervisor.

#### VIII. TRACTOR MOWER, LAKE PUMPS, EQUIPMENT, MATERIALS, SUPPLIES, MISC.

**Keep equipment clean and properly maintained.**

- A. Maintain equipment according to manuals.
- B. Get tractor mower to dealer each December for annual maintenance.
- C. Plan for materials and supplies that are needed. Minimize trips.
- D. Keep Jim Marks informed.