

# Villa Santa Cruz Cooperative

## Maintenance Duties

This is a partial list of the Villa Santa Cruz Cooperative (Park) maintenance duties and responsibilities. The Park Maintenance Person is expected to be proactive in identifying need maintenance work within the Park and work with his or her Designated Supervisor to set priorities. The Designated Supervisor will normally be the Board President, or other specific Board Member as communicated by the President and will change from time to time. The Park Office Manager may provide day to day priorities and task assignments.

1. Open RV yard, clubhouse, pool, spa and raise US flag at 8:00 AM
2. Close RV yard, clubhouse, pool, spa and lower and fold US flag at 5:00 PM
3. Manage pool and spa including:
  - a. Cleaning
  - b. Monitoring chemical balances, adjust as required
  - c. Monitoring temperature and adjust thermostats to main temperatures as specified by the Board
  - d. Ensure that adequate pool supplies are obtained as required
  - e. Train and advise week-end relief staff
  - f. Maintain the mechanical equipment in the pump room, the spa building. Obtain professional help when required and approved by President or authorized Board Representative and/or directed by the Office Manager or designated supervisor.
  - g. Coordinate annual inspections with Office Manager.
4. Maintain Park buildings including lighting, paint, locks, doors, and screens
5. Maintain Park perimeter and RV lot fences and gates
6. Maintain street lights
7. Maintain guest parking areas and RV lot, including painting the lines and fence repair as required
8. Maintain street-painted speed, stop and street signs.
9. Maintain wrought iron fences as required.
10. Make daily inspections of all the Park common areas including lighting and

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landscaping to make sure everything is in order. Report deficiencies to Office Manager.

11. Monitor street parking and other violations to assure compliance with Park Rules and Regulations, report violations to Office Manager.
12. Monitor all sprinkling systems to ensure that the common-area grounds are well maintained.
13. Install water, gas and electric utility meters as required (10% replacement per year).
14. Order materials and supplies as required and approved for maintenance of the Park.
15. Set up and take down tables, chairs and other needed equipment for meetings and other Park-sponsored events when requested, including clean-up after such events during normal working hours.
16. Mow greenbelt as required (weekly during growing season), and trim around shuffle board area every second week.
17. Maintain all Park tools and equipment.
18. Manage the work of outside maintenance contractors as directed by the designated supervisor.
19. Coordinate annual tests and inspections with Office Manager:
  - a. Fire hydrants
  - b. Gas lines
  - c. Main gas valve
  - d. Main water valve
  - e. Fire extinguishers
20. Perform other maintenance when required by the President or designated supervisor.