

FACILITIES

MLPOA Job Description

*BY-LAWS ARTICLE II Sec 2,
ARTICLE V
All Rules & Regulations*

Required to abide and is subject to all Articles of Incorporation, By-laws, Covenants and Rules & Regulations as written for MLPOA.

The person over Facilities shall:

- Be in charge of the maintenance and operation of the MLPOA facilities and structures (Caretaker/Security Cabin/Reynolds Fire Station and all vehicles & equipment).
- Develop and chair a Facilities Committee to accomplish the tasks required to keep the facilities and vehicles in good working condition i.e. oil, grease, tune ups, tire chains, and other preventive maintenance. This will include ATV, Snowmobile, vehicle maintenance for both light and heavy equipment, well, water system, septic, electricity, fuel, propane, plumbing, and general care of the security cabin.
- All cost will be reported to the BOD and will be responsible for assigning contractors to accomplish various tasks.
- Provide the MLPOA Caretaker with what is needed & required to operate and maintain the facilities and property in good working order and stay within the MLPOA budget.
- Strategic plan for the future requirements and provide those issues and concerns that will impact the future budget.
- Prepare communication reports for posting in Caretaker Cabin and newsletter (see attached).