

MLPOA – CARETAKER

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 where the caretaker and immediate family will occupy a two-bedroom home located on the premises. The home, with appliances and utilities, will be provided. 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.

For more information or to provide resume, contact the MLPOA board at MLPOA Board email bd@manorlands.org or Dave Rees, President Drees@ffkr.com

Caretaker must:

- Be personable and have good communication skills to interact with POA members as an ambassador for the MLPOA Board
- Be in good physical health and able to do some heavy lifting when required
- Be willing to work weekends, holidays, 5 days a week, with choice of 2 days off Tuesday-Thursday
- Demonstrate the knowledge, skill and ability to perform the following duties:
 - Daily tasks (5 days/week)
 - Travel on dirt roadways to inspect that roads are kept in good working order and security of all Homeowners' and Association property
 - Check locks on 6 gates daily using ATV 4 wheeler, snowmobile, or truck
 - Report, via internet, daily activities and occurrences as per provided instruction
 - General mechanical skills in the care, operation and maintenance of ATV 4-wheeler, snowmobile, snowplow truck, snowcat, fire trucks, and grader
 - Monitor conduct of residents and guests in accordance with the rules and regulations
 - Seasonal tasks
 - Must be able to (or learn to) operate and maintain trucks, grader and other equipment to help maintain dirt roads in the summer months, and operate snow cat, snowplow truck and grader in the winter months for removal of snow
 - Minor maintenance of home, garages and equipment as needed

Association Will Furnish:

- A residence in good condition, along with refrigerator, stove, washer and dryer with the following requirements:
 - Reasonable upkeep for normal wear and tear in use of the residence and appliances
 - Pets are not permitted (except by Board approval)
 - Smoking is not permitted in Caretaker cabin
- Phone for business purposes only
 - Personal phone calls will need to be reimbursed to MLPOA—utilization of a mobile phone or personal line is recommended
- Utilities
- Computer with internet capabilities

- ATV
- Four-wheel drive vehicle & other vehicles to accomplish the job
- Snowmobile
- Snowcat
- Fuel/oil and maintenance of vehicles in relation to job duties only
- 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:

- Individual health and life insurance

Job Hours:

- Five (5) days per week year round
- Days off shall be two of the following: Tuesday, Wednesday or Thursday (except holidays)
- 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-day notification must be given to the President to use vacation time
- No vacation leave may be carried over into the next year
- Emergency time off will be cleared by the President

Duties of the Caretaker:

- Keep a daily log of work schedule and accomplishments, available upon request for review through automated email/internet capabilities
- Leave current messages on the answering machine and on the white board in the office window, when necessary, to report significant/current events (this should also be reported in the daily log)
- Monitor and inform MLPOA President of infractions to the rules and regulations by members—do not threaten or confront the member over the issue—any confrontation will be the responsibility of the Board
- Monitor ATV, vehicle and snowmobile traffic to 15 mph
- Collect litter and/or remove large rocks along the roadways during rounds
- Report new owners to the President of MLPOA
- Do not use MLPOA property and work time to assist MLPOA members with personal favors
- Do not obligate MLPOA for any additional cost without prior approval
- Ensure dumpsters are emptied prior to holiday weekends and dumped on a regular basis
- 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 an as needed basis.)
- Do not permit the storage or parking of any non-MLPOA item around Caretaker/Security residence or garages
- Equipment and Vehicles
 - Use of hand tools, including the ability to weld, for minor maintenance of premises and equipment up-keep will be required on occasion to help maintain the MLPOA facilities and equipment
 - 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

- Must be able to operate trucks and graders to maintain the roads in the summer months and operate snowcat, 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
- Wintertime Duties
 - Using the grader and snow plow with chains properly mounted, 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 parking areas cleared by Friday for upcoming weekend and prior to major winter holidays: Christmas, New Years, Martin Luther King, and Presidents Day
 - Monitor three 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 the three parking lots during the summer that they must have permission from the private lot owners before trespassing (do not trespass during the summer, KEEP OFF).
- Will be responsible for the general security of all Manor Lands property
 - A visual check will be made daily of all properties
 - 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
 - Roads and gates will be checked at least daily
 - Monitor trespassing on private property both in the summer and winter and report ATV tag number, snowmobiles, vehicles, person[s] in the daily log when available
- Gate responsibilities
 - 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 nonmembers 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 Lands work
 - 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
 - Damage to signs or gates must be reported to the President

Contact Information:

All matters relating to facilities and equipment, roads, fires, building or excavating to be reported in a daily log.

If an answer is needed immediately and the MLPOA President is unavailable, then contact the Vice President or the applicable Board member over that specific work item.

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