

CORA Facility Caretaker Job Description

This position is critical to the operations of CORA systems and roads and is an essential position under General Insurance and Park County Campground regulations.

Required Knowledge, Skills and Abilities

- A. The Caretakers must possess knowledge of the methods, practices, tools, equipment and materials used in the general construction, maintenance and repair of building, grounds, roads, general maintenance and repair work.
- B. The Caretakers must have a comprehensive knowledge of the occupational hazards involved and safety precautions required in this type of work while living and working in an isolated mountain environment in summer and winter.
- C. The Caretakers must possess the knowledge and ability to maintain and repair buildings, roofs, grounds, plumbing, wiring, heating and ventilation systems, pumps, engines, automotive and mechanical equipment of the type required to keep the Campground functioning with minimum delay or down time and with minimal assistance from outside contractors.
- D. The Caretakers must be capable of following oral and written instructions and have the self-discipline to perform consistently well without direct supervision.
- E. The Caretakers must be qualified to safely operate and maintain pick-up trucks, tractors with front-end loaders and other accessories.
- F. The Caretakers must be qualified to perform gravel road maintenance and snow removal.
- G. Caretaker must be certified for propane dispensing.
- H. Must have a valid driver's license as Bank deposits, Mail pickup/drop off, and Accountant transaction drop off/pickup require travel to nearby towns. Cleaning, Office supply, Parts pickup may also require trips if they cannot be delivered timely.
- I. The Caretakers shall make a reasonable effort to maintain effective and harmonious relationships with CORA members.

This position reports to the Facility Board Member.

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Duties and Responsibilities

The Caretakers shall attend all open CORA Board of Directors meetings as non-voting members; one or both Caretakers shall attend such meetings and furnish such reports as required by CORA pertaining to the current status of all facilities of the Campground.

- Caretaker activities shall be submitted via monthly reports to the Board of Directors for inclusion in published meeting minutes.

Caretakers will work together to hire workcampers annually for the period May 15 through September 15.

- Request Background checks
- Prepare their schedules
- Monitor work
- Caretakers are required to clean facilities from mid-September to mid-May.

All service buildings, the pool and clubhouse shall be maintained in a clean and sanitary condition, with a minimum of once-per-day inspection and cleaning during high-use periods (i.e., weekends and holidays).

No later than November 1 for winter shut down and no earlier than May 1 for summer reopening:

- Shut down and winterize Service Centers in S&N section
- Lock down waste disposal containers in S&N section
- Winterize pool and pool equipment after 2nd full week in September. Follow procedure manual.
- Winterize water pipes leading to Maintenance Barn
- Notify waste disposal company of S&N opening and closing dates.

Monitors and insure proper operation and maintenance of the water, sewer, electrical, and pool sanitizing systems daily when in use.

- These systems shall be operated and maintained in accordance with the operating manuals, manufacturer's specifications, and Colorado State Health Department directives.
- Any failure of the systems shall be cause for immediate corrective action by contacting, and/or contracting with, approved contractors based on Board approval.
- Water meters readings will be recorded and reported to CORA Board and RORA as per the water augmentation, and State of Colorado water agreements monthly.
- All electrical meters will be read and reported periodically as required by CORA.

Maintain security of all CORA property and equipment under their control.

- Monitor the entrance access gate to the Campground by phone, verifying the status of all persons who request entrance without the proper gate code.
- Notify members by phone of any condition adversely affecting their property.
- Perform morning and evening rounds of the campground to ensure safety and identify visible problems on Owner or CORA property.

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- Review security camera footage as soon as possible to print pictures of dumping, vandalism, or improper use of facilities. Contact Board immediately with incident information and pictures.

The Caretakers shall take any and all reasonable action necessary to protect all common elements and private property with the Campground in an emergency that threatens imminent damage or destruction of property.

The Caretakers shall have the authority to enforce all rules, regulations, and covenants of CORA. Any Association member and/or their guests who fail to comply with the rules, regulations and covenants shall cause the Caretakers to refer that member to the CORA Board of Directors for appropriate action.

- The Caretakers shall maintain a complete record of incidents and actions taken and provide a copy of the record to the Board of Directors as soon as practicable after each incident.

The Caretakers must develop and/or maintain written maintenance schedules for all building and equipment and assist CORA Board of Directors in anticipating major repairs or replacement.

- A Committee will assist in creating and/or maintaining maintenance schedules
- A limited number of electric meters and spare parts are kept in inventory. Record usage and order based on demand.
- Backup pumps and various parts are stored in inventory and a record must be maintained of parts on hand.

Maintain in like new condition; allowing for normal wear and tear:

- Common land mowed
- Clubhouse
- Service buildings
- Playground
- Tennis court
- Basketball court
- Swimming pool and all equipment
- Softball field
- Corral Fencing
- Roads
- Access gate

CORA provides a work area for Owner use in the Maintenance Barn, a wood burn area for non-treated wood, a scrap metal area, and a large dumpster for treated wood. Several times annually the Caretaker will assist contractors in loading scrap. Annually, during the winter, burn the wood in the burn pit after requesting and receiving burn approval from the Fire Dept.

Supervise the work of contractors and part-time employees engaged in the operation and/or maintenance of the common elements of the Campground.

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The Caretakers shall perform such other duties as may be required from time to time for the property maintenance of CORA property, facilities, equipment and systems.

FUNCTIONAL ATTRIBUTES OF JOB DUTIES

Medium - Exert up to 50 lbs. of force occasionally, and/or up to 20 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects.

Climbing - Ascending or descending using feet and legs and/or hands and arms. Body agility is emphasized.

Balancing - Maintaining body equilibrium to prevent falling on narrow, slippery, or erratically moving surfaces; or maintaining body equilibrium when performing feats of agility.

Stooping - Bending body downward and forward. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.

Kneeling - Bending legs at knees to come to rest on knee or knees.

Crouching - Bending body downward and forward by bending legs and spine.

Crawling - Moving about on hands and knees or hands and feet.

Reaching - Extending hand(s) and arm(s) in any direction.

Handling - Seizing, holding, grasping, turning, or otherwise working with hand or hands. Fingers are involved only to the extent that they are an extension of the hand.

Fingering - Picking, pinching, or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.

Feeling - Perceiving attributes of objects, such as size, shape, temperature, or texture, by touching with skin, particularly that of fingertips.

Talking - Expressing or exchanging ideas by means of the spoken word. Talking is important for those activities in which workers must impart oral information to clients or to the public, and in those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

Hearing - perceiving the nature of sounds. Used for those activities that require ability to receive detailed information through oral communication, and to make fine discriminations in sounds, such as when making fine adjustments on running engines.