

## **Job Position Open for Grounds Maintenance Coordinator**

The Pinery Homeowners' Association is looking for a part-time Grounds Maintenance Coordinator to work directly with the Community Services Committee (CSC). A Pinery resident, with love for this community, is preferred.

Responsibilities include:

- managing the RV lots
- Point of Contact with all community contractors
- walking all properties weekly and documenting findings
- preparing monthly reports from weekly assessments on property condition and repairs
- implementing action plans originated by the CSC

The job averages 5-10 hours per week. There may be additional hours during large projects and less during winter months. This is not an office position.

This person will be communicating closely with the CSC and office staff requiring excellent time management and communication skills.

Applications due by December 1, 2022.

### **Responsibilities**

- Monitor RV storage lot to include weekly property walk assessments, check vacated spaces, look for security issues, inspect security cameras, respond to violations, document drainage issues, respond to emergency after hours if needed (occasional), coordinate with contractors for repairs and change gates codes at end of lease period. Document and respond to any issues in coordination with the Office Staff.
- Evaluate landscaping and playground equipment at parks and front entrance weekly. Communicate with landscaping contractor for irrigation repairs and landscaping issues.
- Assist CSC with budget projections based on maintenance records and needs.
- Attend and participate at CSC monthly evening meetings.
- Assist CSC with preparing "Requests For Proposals" to include preparing a scope of work, researching potential vendors and then provide findings to the office staff so that bid requests can be sent.
- Oversee projects assigned by the CSC. Monitor project progress and communicate any issues that arise. IE: Annual installation of Christmas Lights at front entrance.

- Act as the point of contact for contractors and communicate project status to CSC members and staff. Maintain copies of project documentation, plans and reports in property binder.
- Work with the PHA Office Staff to respond to RV or landscaping concerns.
- Light Repairs -change padlocks and codes, replace or tighten a screw, simple graffiti removal, etc.
- Assist with set-up and tear down at annual Pinery Picnic (end of Summer)
- Use AppFolio software to set up weekly/monthly/yearly work orders.

## **Requirements**

- Proven work experience as a Project Coordinator, Property Maintenance, Landscaper or similar background is encouraged. Perfect for a retired person with time on their hands.
- Must be able to work a smart phone, email, and have basic computer skills to include the use of WORD.
- Must be able to assist CSC with contract preparation and implementation.
- Solid organizational skills, including multitasking and time-management
- Firm teamwork and communication skills with a strong attention to detail.
- Required to walk all properties and RV Storage lots.
- Valid Colorado Drivers License
- Must have a reliable vehicle with current registration and insurance. Mileage reimbursement will be provided.

5-10 hours per week