

BROWNING CREEK SITE MANAGER

~ JOB DESCRIPTION ~

The Browning Creek Site Manager is responsible for actively overseeing day-to-day operations including addressing maintenance and security issues, establishing a sense of community, and facilitating communication between the BOD and owners. The Site Manager is employed by the BOD and reports directly to the BOD. The Site Manager must be familiar with Covenants and By-Laws.

Key Responsibilities include but are not limited to:

Maintenance

- Conduct routine site inspections of the common areas to ensure upkeep, and identify maintenance needs in order to make immediate repairs
- Supervise contracted workers - landscaping/trees and roads (gravel, dirt work, potholes)
- Contact and oversee installations and repairs - gates, electrical, plumbing, cameras, storm clean-up, fountain, and fencing
- Conduct pavilion and beach maintenance - restrooms, trash, lighting, gravel and sand
- Winterize pavilion

Security

- Monitor all security equipment pertaining to long term parking and all gates
- Monitor lake traffic to ensure that guests who are fishing are accompanied by an owner

Community

- Provide a contact number for owners to ensure effective communication in a timely manner with any concerns or questions
- Facilitate communication between owners and BOD and keep the BOD informed regarding questions, issues, disputes, etc.
- Act as liaison between the BOD and the community

Responsibility to BOD

- Attend all BOD meetings and provide a written summary of completed jobs as well as a future action plan to be approved by the BOD
- Obtain bids for any future projects directed by the BOD
- Provide professional assistance to the BOD
- Monitor budget and expenditures related to maintenance and repairs
- Support decisions made by the BOD and provide updates
- Assist BOD in compliance of By-Laws and Covenants
- Investigate rule violations
- Collaborate with BOD approved committees to organize events and provide assistance by obtaining necessary supplies and making repairs