

JOB DESCRIPTION

POSITION TITLE: BBTA Caretaker

REPORTS TO: Maintenance Director on behalf of the BBTA Board of Directors

ROLE DESCRIPTION

The Burnt Birch Trailer Association (BBTA) Park Caretaker will reside on site in the provided residence. A primary responsibility will be to ensure the security of the Park on a year round basis as well as monitor and control the main gate. Maintain the aesthetic beauty of the Park by providing required services to all common areas, beach area, Association owned lots, and roadways. The Care taker will provide a Pickup Truck suitable for towing BBTA owned trailer. The Caretaker will provide maintenance, repairs and maintenance logs to BBTA owned equipment as scheduled or required. Maintain and service the utility water and electrical systems to ensure continued safe operation. Ensure outdoor portable toilets are maintained and clean.

KNOWLEDGE, EDUCATION AND EXPERIENCE

The BBTA Caretaker must have good organization and communication skills, a good understanding of oral and written English, and the ability to work independently as well as effectively with others. The BBTA Caretaker must be familiar with and possess the working knowledge of Park maintenance equipment (mowers/tractors) and various power tools required for Park upkeep. A valid driver's license to drive within Alberta is required. The BBTA Park Caretaker should also have the ability to lift or carry items weighing 30- 50 pounds. The position also requires a knowledge of proper chemical procedures and the use of cleaning agents and materials (Certification Required); must work in accordance with the OH&S Act, Workplace Hazardous Materials Information System (WHMIS) protocol and follow all rules and regulations of the Burnt Birch Trailer Association.

DUTIES AND RESPONSIBILITIES

1. Communicate with the Maintenance Director on a regular basis to ensure the Park continues to be safe, secure, and clean. Report all issues (complaints / concerns) from Park Members.
2. Report any maintenance or safety issues to the Maintenance Director or Board Members as soon as possible.
3. Responsible for Park mail pick up. Ensure notification and delivery to appropriate Board Member.
4. Provide security management of the Park's properties and amenities by conducting regular tours nightly at 11pm of the fence, and again each morning of all lots, RV areas, and beach areas to ensure all areas and gates are safe and secure.

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5. Ensure the maintenance and repair of Park structures and buildings:
 - Check playground equipment and area daily to ensure it is free of hazards.
 - Housekeeping and organization of the shop, maintenance yard, and surrounding grounds.
 - Remove any trash or debris regularly from the maintenance yard to the dump using the park trailers
 - Inspect all picnic tables and repair as necessary (paint /stain). Place out for the summer season and return them to storage during winter.
 - Maintain all BBTA sheds and buildings.
 - Ensure Caretaker residence and yard are organized, clean, and maintained.
6. Maintenance, safety checks, and operation of all Park equipment and tools. Ensure proper utilization, cleaning, and the maintenance schedule is followed to keep equipment in top working conditions (change oil, filters, lubricate, check all fluids, hydraulics, fittings, etc.). Ensure that all BBTA equipment and tools are safely stored at all times.
7. General lawn / tree maintenance:
 - Cut grass in common areas, road edges, and ditches.
 - Cut/remove loose branches, twigs, and new growth from treed or wooded areas along road allowances.
 - Trim / prune / plant or remove trees as required and remove garbage from area.
8. General road maintenance:
 - Fill potholes
 - Setup and remove speedbumps.
 - Check all culverts for proper drainage and repair as necessary.
 - When required, order gravel upon approval.
 - Plow and ensure Park roads are open throughout the winter months.
9. Maintain beach area:
 - Rake or level sand in play areas and beach periodically.
 - Ensure beach is kept clean of weeds and debris (harrow beach, rake up weeds, sand screener)
10. Maintain Park water system by performing annual startups and shutdowns.
 - Check water pump house, clean and service.
 - Shock and purify drinking water.
 - Post the water safety
 - Send water for testing as required in accordance with provincial regulations.
 - Perform monthly water system tests.
 - Turn on water system when weather permits for spring start up.
 - Check all lines and taps for leaks.
 - Repair / service water lines as needed.
 - Shut down water system at season end.
 - Blow out and clean all lines to prevent freeze-up and damage to the lines.
 - Check all lots for teed lines off main supply.
11. Responsible for maintaining garbage collection as required within the Park:
 - Remove garbage from barrels within the park.
 - Ensure cleanliness around garbage containers.

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12. Maintain electrical system:
 - Service and repair as required
13. Obtain various quotes for maintenance projects/activities and advise the Maintenance Director. Maintain an inventory of supplies and take responsibility for ordering and/or picking up necessary supplies with the approval of the Maintenance Director.
14. Maintain portable washrooms:
 - Sweep and sanitize outhouses daily
 - Check levels of all outhouses and Sani-dump station.
 - Call pump truck when required.
 - Check outhouses for need of paint inside and outside.
 - Arrange the final end of season pump out of Sani-dump station and outhouses.
 - Perform final sanitation and washing out of outhouses at the end of the season.
15. Ensure septic pickup for Caretaker residence, and portable washrooms are arranged.
16. Maintain guest RV stalls.
 - Ensure guest lots are clean, available, and operational.
 - Assist and reserve as required, the bookings for guest camping. Online booking is being implemented.
17. Maintain the common dock and boat launch:
 - Install the pier at season startups annually.
 - Remove and store the pier during season shutdowns annually.
 - Perform any repairs as necessary
18. Perform all duties in compliance with BBTA Rules and Regulations. Responsible for enforcing Association Bylaws, Rules & Regulations.
19. Conduct oneself in a responsible, professional manner:
 - Liaise with county officials regarding weed control and other issues.
 - Liaise with fire marshal regarding open fires.
 - Liaise with police officials regarding security, vandalism, and rowdiness.
 - Liaise with BBTA members.
21. Provide Weekly Progress Reports containing tasks Started, completed, or in progress as per lists issued from the Maintenance Director.
22. Provide Monthly Expense reports to the Maintenance Director and Treasurer.
23. During winter month clear snow throughout the park, perform maintenance on all equipment, any other tasks that the Maintenance Director assigns.
24. Any tasks deemed necessary by the Maintenance Director that could come up from time to time.