

CHAMPIONS COMMUNITY IMPROVEMENT ASSOCIATION

MAINTENANCE DIRECTOR

DUTIES AND RESPONSIBILITIES

The Director of Maintenance shall:

1. Determine what neighborhood areas need maintenance, obtain bids for work, and submit to Board for approval.
2. Act as the Board Member liaison to our contracted trash vendor and work out issues, as needed.
3. Act as the Board Member liaison to our contracted mosquito control vendor, monitor service, and negotiate contract, as needed.
4. Act as the Board Member liaison to our contracted energy provider, monitor service, and negotiate contract, as needed.
5. Act as the Board Member liaison to our contracted landscaping maintenance crew (for common grounds areas: mowing, weeding, fertilizing, sprinkler repair, etc.), monitor service, and negotiate contract, as needed.
6. Work closely with the Beautification Director on landscaping maintenance, etc.
7. Create annual budget for maintenance projects and submit for approval.

General:

1. Attend the monthly Board Meeting which is set for the first Tuesday of every month at 7:00pm at John Wesley United Methodist Church.
2. Attend the Annual Meeting which is set for the 3rd Wednesday of March at 7pm at John Wesley United Methodist Church.
3. Maintain copies of all contracts.
4. The CCIA is a tax exempt organization. Any items purchased on behalf of the CCIA are tax exempt, thus a copy of the CCIA Tax Exemption Certification must be presented when making purchases.
5. At the end of your term, forward all applicable documentation pertaining to your position to the new Maintenance Director. If needed, older documents can be archived in the CCIA storage unit.