

Duties of Operations or Maintenance Manager

The Operations Manager/ Director is responsible for the effective upkeep of the community's infrastructure and grounds by maximizing volunteer efforts. He or she also should oversee the development and implementation of the annual maintenance budget and a 20-year Capital Improvement Plan. Specifically, the Operations Manager/Director is responsible for:

- providing leadership for the Maintenance Committee, either serving as chair or as liaison to the Board of Directors.
- ensuring that necessary services, such as water, sewer and electricity, are available, in good working order, and in compliance with local, state and federal codes.
- communicating the maintenance standards to the members, as well as emergency and general repair procedures.
- maintaining a list of qualified trades people, such as electricians, plumbers, etc.
- providing oversight for Capital Improvement projects.
- providing oversight for all contractors related to the effective upkeep of the community's common areas and infrastructure. This includes conducting the bidding process in conjunction with the board.
- developing policies and procedures with the Maintenance Committee.
- recruiting, training and overseeing volunteers involved with the physical operation of the community.
- submitting and advocating for an annual maintenance budget and capital improvements plans for future years.
- maintaining an inventory of co-op assets and tools.