

SWAN CREEK VILLAGE HOA

Garden City, UT

Job Title – Property Manager
Reports to – Swan Creek Village HOA Board

GENERAL DESCRIPTION

The property manager is responsible for a variety of tasks related to the maintenance and upkeep of Swan Creek Village Home Owner's Association (HOA) residential community, including the needs and concerns of the residents. This individual reports to the HOA Board.

RESPONSIBILITIES

Water System Maintenance:

- Test water quality weekly
- Adjust chlorinators as needed
- Track and record monthly water usage – must have internet access
- Annually report to Utah State Division Water Quality
 1. Amount of water used
 2. Submit laboratory report of water quality
 3. Participate with State personnel on Sanitary survey and repair any deficiency's

Grounds Maintenance:

- Maintain all HOA buildings inside and out
- Maintain lubrication of all water transfer pumps
- Maintain all SCADA equipment
- Test 72 fire hydrants annually and oversee repairs of any malfunctions
- Maintain cleanliness of garbage collection area
- Maintain lights and signage at entrance
- Mow grass and weeds along entrance area
- Maintain cleanliness on all common ground
- Maintain records and maps

Preventative Maintenance ---Secure and oversee contracts for:

- Building repair
- Road grading
- Graveling
- Dust control (magnesium chloride)
- Weed control
- Water system maintenance including; SCADA, chlorinators, pumps, etc.
- Snow and Ice removal
- Prepare preliminary cost estimates, including multiple independent bids for services and infrastructure expenses
- Any other items as directed by the Board

Membership needs:

- Availability to respond to membership needs as required; such as weekends and holidays May-October
- Code enforcement officer, record and report any violations
- Address, report and resolve homeowners issues
- Prepare reports by collecting, analyzing, and summarizing data and trends; such as reserve account requirements
- Attend monthly HOA board meetings

SKILLS AND QUALIFICATIONS

- Must have mobile phone
- Proficiency in Microsoft Office, including Word, Excel, and Outlook
- Excellent communication skills
- Experience in property management preferred
- Accomplish organization goals by accepting ownership for accomplishing new and different requests