

**TRAILER ESTATES PARK AND RECREATION DISTRICT
TRUSTEE DUTIES PP1E**

DUTIES OF THE MAINTENANCE TRUSTEE

THE MAINTENANCE TRUSTEE SHALL:

1. Oversee the repair, maintenance, and security of all buildings, grounds, Equipment and tools owned or managed by trailer estates park & recreation district.
2. Supervise the maintenance manager and supervise with the maintenance manager all maintenance personnel that are employed by the district according to the policies as defined in the district policy manual (tab 6 employee handbook):
 - a. Employment *(section 100)*
 - b. Performance evaluation(s) *(section 1000)*
 - c. Disciplinary action(s) *(section 700)*
 - d. Termination *(section 700)*
3. Oversee purchase orders for supplies, equipment and tools used in the day to day operation of the district's facilities.
4. With the manager secure and review at least three bids for all purchases over \$5,000.00 related to maintenance and present to the board of trustees.
5. With the manager secure and review at least three bids for building repairs or construction which exceeds \$10,000.00 and present to the board of trustees.
6. With the manager review work in progress and plans for improvements to the district's facilities and present a summary of same to the board of trustees at each regularly scheduled meeting.
7. Prepare for the annual budget process:
 - List of major replacements or repairs of equipment and tools,
 - Major renovations to buildings or facilities of the district, and
 - New facilities or major improvements to grounds.
8. Arrange for permits when necessary.
9. Supervise pool guards and recommend hiring of same (when appropriate).
10. By April 1, review the Disaster Preparedness Plan with the Board.
11. Perform follow up with Maintenance to ensure SimpliCity is up to date.

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12. In an emergency, contact FMIT.
13. Yearly coordinate disaster training for employees to be conducted by the TE Fire Department before June.
14. Contact the Community Channel 732 to air emergency information yearly in March to be repeated in June.
15. Sign Checks as requested.