

**Attachment “B”**

**FALLS CREEK RANCH ASSOCIATION, INC.**

**RANCH MANAGER JOB DESCRIPTION**

**January 1, 2011**

This position provides general maintenance and support of operations of Falls Creek Ranch property including roads, vehicles and equipment, water system, utilities, common property, security and the Ranch House. The Ranch Manager is expected to be a self-starter who uses his time efficiently to accomplish the tasks and duties in this document in a timely and competent manner. The Ranch Manager shall have the authority to make decisions while regularly exercising discretion and independent judgment in matters concerning the Ranch and its residents. While the Ranch Manager will normally work without close supervision, project coordination and prioritizing of tasks will be provided by the Supervisor. Excellent communication of plans, problems and problem-solving is expected between the Ranch Manager and his Supervisor. The Ranch Manager is expected to seek advice from the Supervisor, appropriate committee chairperson(s) or the Board of Directors. The Ranch Manager is expected to always conduct himself in a professional, businesslike and friendly manner.

This position is a salaried position with sometimes atypical work hours depending on weather conditions, equipment issues or emergency operations on the Ranch. Generally, the Ranch Manager shall work on a planned schedule of Monday through Friday, with weekend days off. It is understood that length of work days may vary depending on tasks to be completed as prioritized and directed by the Supervisor.

The Ranch Manager shall be accountable to the Board of Directors and the Ranch Manager Supervisor to whom the Ranch Manager shall report directly on a daily basis. Committee chairs should work through the Supervisor for their requests. Such projects for the Ranch Manager will be prioritized and coordinated by the Supervisor. The Ranch Manager may work with FCRA residents only with the approval and coordination of the Supervisor.

General Responsibilities:

- Comply with all terms of the FCRA Ranch Manager Employment Contract.
- Comply with all FCRA Covenants, Rules and Regulations, and policies.
- Maintain all equipment in satisfactory working condition and keep property in a neat and orderly condition.

- Operate equipment and machinery in a safe, responsible and legal manner at all times. The Ranch Manager shall not exceed his physical abilities or work alone in dangerous situations.
- Obtain and maintain a current Colorado Commercial Drivers License.
- Obtain and maintain required Colorado Water Systems Operator Certification.
- Maintain all Ranch roads as described below.
- Maintain Ranch water system as described below.
- Adhere to budgeted allowances; verify all expenses incurred, and provide all receipts to the Board Treasurer at regular intervals.
- Assist in the removal of trespassers on FCRA property in an assertive, but friendly manner.

Specific Duties:

1. Road Operations

- Maintain all Ranch roads using Ranch equipment including snowplowing, grading, crowning, banking, gravel distribution, dust control application, drainage, culverts, etc. according to Board approved Road Committee Procedures and Guidelines. (Resident driveways are maintained by property owners.)
- Snowplowing shall be done according to the most efficient use of Ranch equipment as determined with the Road Committee Chair and the Supervisor. Snowplowing shall occur to facilitate residents' morning and evening travel to and from the Ranch as weather conditions allow and in accordance with Road Committee procedures.
- Maintain access to fire hydrants, the lake dry hydrant, water system access roads and pump house hatches.
- Maintain all Ranch culverts and ditches to maximize proper drainage. Identify culverts in need of repair; replace culverts as necessary in accordance with Road Committee priorities and budget allowance.
- Observe road conditions and manage proactively to reduce possible problems.

2. Vehicle/Tools/Equipment Shed Operations

- Routinely inspect, perform preventive maintenance and clean all Ranch vehicles on a monthly basis.
- Identify need for major repair and notify potential down-time and repair cost to Supervisor and Road Committee Chair.
- Contact manufacturers and/or distributors for advice and repairs if under warranty.
- Maintain an adequate inventory of supplies on-hand needed to operate all Ranch vehicles on short notice.
- Maintain fuel tank as necessary; keep correct mixture of diesel for the season; clean up spills; ground equipment before refueling; secure against theft or misuse.

- Assist residents using Ranch equipment or tools as needed and approved by the Supervisor. Report Ranch equipment used for/by residents for billing purposes as required in FCRA policy of Use of Equipment by FCRA Residents.
- Maintain equipment shed, all tools and equipment in a clean, orderly condition at all times; expect periodic, often unannounced, inspections by the Board, its designee, or insurance company.

### 3. Water System Operations

- Obtain and maintain a Colorado Class D water treatment certification and a Class 1 water distribution certification, or the combined small water systems certification.
- Serve as the designated “Operator in Responsible Charge” for the FCRA water systems. This includes managing the daily operational activities that directly impact the quality and/or quantity of Falls Creek Ranch potable water. The Ranch Manager operates the water systems and wells in a manner consistent with statutes, policies, procedures and regulations set by the Colorado State Department of Health and FCRA Utilities Committee. The Ranch Manager and Utilities Committee designee shall meet routinely to identify and prioritize water system tasks and projects.
- Specific duties include, but are not limited to, the inspection, maintenance and record keeping of the following:
  - a) water reservoir tanks (monthly)
  - b) water supply lines and pump houses
  - c) wells and transfer pump checks per Utilities Committee instructions
  - d) fire hydrants (at least annually)
  - e) disinfection of system
- Perform all sampling of potable water as required by the Colorado State Department of Public Health and Environment. Report any anomalies to the Utilities Committee Chair and the FCRA Board of Directors immediately.
- Perform or oversee connection of new residences to the water system as directed by the Utilities Committee.
- Excavation procedures must include: a) call for underground utilities locations prior to beginning excavation, b) mark the area with white flags prior to calling for a locate; and c) hand dig the final 18 inches when uncovering any electrical, water or telephone line or facility, d) turn off electric feed prior to excavation, and e) assure safe conditions during trenching.
- Falls Creek Ranch is a Tier Two member of the Utilities Notification Center of Colorado. Therefore, you will be called upon by electric and telephone utilities to locate buried elements of the water system. Mark these with blue flags and/or blue paint as appropriate. Be available to provide additional information to utility companies as they excavate near water lines and septic systems.

4. Ranch House

- Maintain the Ranch house and surrounding area in a clean, orderly condition at all times.
- Identify problems and recommend improvements/repairs to Supervisor and Common Property Committee Chair in a timely manner. Make improvements as directed.
- Living/utility expenses for the Ranch Manager and family are the sole responsibility of the Ranch Manager.

5. Record-keeping

- Maintain an orderly system of written or electronic records and files for the Ranch to be accessed and reviewed by the Supervisor, Board of Directors or relevant FCRA Committee Chair as needed. Backup all computer files on a monthly basis and store in a safe, accessible location. Such records may include, but not be limited to: water system inspections and actions, water sampling testing and reporting, water system operator certification and training documentation, vehicle/equipment purchases and owner's manuals, vehicle preventive maintenance, repairs, costs and Ranch House maintenance and repairs
- Prepare an annual calendar summarizing regulatory requirements for FCRA water system including actions required, timing, and schedule; provide monthly report to the Board and Utility Committee Chair of regulatory tasks performed, sampling results and actions planned for the following month.
- Maintain a written or electronic inventory of all Ranch equipment and tools to be updated annually.
- Provide a monthly work log to the Supervisor and the Board of Directors.

6. Other

- Make routine inspections of creeks/streams/irrigation ditches for possible interference with roads, especially during high run-off periods. Identify and correct problem with Supervisor and Road Committee Chair input.
- Assist with FCRA Committee work as needed; including, but not limited to, lake and dam maintenance; slash pile burning, horse facilities, irrigation ditches.
- Maintain the mailbox and dumpster areas in a clean, orderly and safe condition. Change out and repair dumpster lids for winter/summer seasons.
- Provide input to Supervisor and FCRA Committee Chairs for budget planning.
- Serve as the contact person for local businesses/agencies needing access to Falls Creek Ranch for utility work (e.g., electric, telephone, fire, forest service, etc.)
- Maintain on-call availability at all times via cell phone to assure good communication with Supervisor and for safety/emergency situations.

7. Board of Directors Expectations

In addition to the above listed duties, the FCRA Board of Directors emphasizes the following expectations of the Ranch Manager:

- Operate all FCRA vehicles, equipment and tools in a safe manner - never under the influence of drugs, alcohol or excessive fatigue. Seek assistance when needed to assure safe operations.
- Maintain State water certification; maintain and test FCRA water system in accordance with State standards and regulations, and FCRA Utilities Committee procedures.
- Maintain our road system per Road Committee guidelines.
- Plan work schedule with the Supervisor; keep trips into town for supplies to a minimum each week. Minimize time away from the Ranch especially during general work hours.
- Inform the Supervisor and/or Board of Directors of any problems, complaints or recommendations for improving Ranch operations.
- Inform Supervisor of time away from FCR to conduct non-FCR work, training or family emergencies.
- Maintain equipment, vehicles, tools and equipment shed in a clean and orderly condition at all times. All items and records are the property of FCRA.
- The Board of Directors recognizes there are unexpected or emergency situations that occur with Ranch operations and trust the Ranch Manager and Supervisor to reprioritize work tasks or use outside contractors as needed.
- Provide a detailed monthly work log, including vacation/sick time use, to the Supervisor and Board of Directors for their monthly Board meetings.

I have read, understood and agree to comply with this Job Description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Updated January, 2011*  
*Approved, FCRA Board of Directors*