

Falls Creek Ranch Association

Annual Caretakers Tasks and Duties

This data has been compiled as a draft from the caretaker. The tasks and duties performed by the caretaker during the year are broke down into four parts.

Winter: (December – February)

- Maintain water system by collecting and submitting compliance sampling data to Colorado Department of Public Health & Environment, collect and submit monthly system data to FCR Utilities Supervisor, make necessary repairs and upgrades to water system.
- Plow and perform snow removal to roads, dumpsters, mailboxes and other areas to be accessed by FCR residents.
- Make repairs and perform maintenance to equipment not addressed in the fall (welding, oil changes, retro fitting, etc.)

Spring: (March – May)

- Replace dumpster lids with metal ones.
- Float the raft; take picnic tables, lawn chairs, toys, and umbrellas back to beach.
- Take pumps and hoses back to turnaround on west side of lake.
- Maintain water system by collecting and submitting compliance sampling data to Colorado Department of Public Health & Environment, collect and submit monthly system data to FCR Utilities Supervisor, raise water storage tank levels to provide extra fire protection and meet demand, compile and deliver annual Consumer Confidence Reports on both water systems.
- Summarize all equipment, remove chains, oil change, lube and filters
- Pull bar ditches and prep roads for gravel application; calculate and correlate with FCR Roads Supervisor, road gravel and magnesium chloride deliveries and application; maintain all roads.

Summer: (June – August)

- Prep the pickup and spray rig for weed control team (FCR volunteers).
- Prep the Zetor and brush hog for mowing of meadows and other common properties teams.
- Address ranch house maintenance and repairs.
- Maintain water system by collecting and submitting compliance sampling data to Colorado Department of Public Health & Environment, collect and submit monthly system data to FCR Utilities Supervisor, perform compliance Annual Monitoring Schedule sampling and reporting, perform FCR scheduled upgrades and maintenance to water systems.

Fall: (September – November)

- Lower water storage tank levels to avoid freezing,
- Replace dumpster lids with plastic ones.
- Beach raft, store lawn chairs, umbrellas, and toys, move picnic tables to turnaround on west side of lake.
- Bring all pumps and hoses to equipment shed.

- Ready snow removal equipment, make repairs to and attach plows, chains, cutting edges, lube and filters.
- Winterize all equipment, store and cover equipment and other vulnerable inventory exposed to elements.
- Maintain water system by collecting and submitting compliance sampling data to Colorado Department of Public Health & Environment, collect and submit monthly system data to FCR Utilities Supervisor.

These tasks and duties are performed with the correlation between caretaker and FCR liaison and the assistance of FCR volunteers under the guidance of FCR committee chairpersons. Routine tasks are performed on a demand basis; pack dumpsters, maintain area around and in equipment shed, oil changes, lubes, and filters as well as other unscheduled jobs that may arise.

Ray Smith
Caretaker Falls Creek Ranch Association
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