

# **Myerlee Circle Condominium Association**

## **Job Description: Unit Director**

The following is a summary of duties:

- Primary liaison with Fire District
- Receive and review all Work Orders, Maintenance Requests and request for modifications concerning Association buildings
- Assign all work to Maintenance employee with the exception of emergencies
- Develop specifications for private contractors to bid for work if new, formal contract is needed. Work with Committee, if needed
- Complete reviews and possible discipline of Maintenance employee. Negotiate salary and raises and present to Board for approval.
- Primary contact with homeowners and private contractors doing work in a unit or units.
- Ensure all contractors are licensed and insured, when properly notified of work by homeowners.
- Maintain records that reflect this compliance by homeowners.
- Present bids for contractor work to the Board with recommendations. Negotiate contracts and wording for said work.
- Manage payment(s) to contractors as it pertains to Association projects, in conjunction with Treasurer and Management company.
- Review work of all contractors to ensure proper completion of association projects, prior to authorization of payment(s)
- Report on progress of all work in process concerning association projects to the Board
- Oversight of Maintenance building
- Oversight of Plumbing, Electrical, Driveway and Sidewalk repairs or replacement, and Repair or Painting/Sealing of Association Buildings.
- Oversight of Association building roofs. Responsible to acquire multiple bids for replacement in 2042.
- Contracting of a business to do any repairs needed due to storm damage or leaking at all other times. (Sabal Construction and Roofing replaced in 2022)
- Hear and address owner concerns or complaints pertaining to responsible areas.
- Oversight of any rodent or insect infestation problems.
- Maintain road and sidewalk repairs on privately owned side streets.