

Position Description George Ranch Manager

Overview. The Ranch Manager provides cleaning and maintenance, first level of repairs and limited security services for the commonly owned property of the George Ranch in Sonoma. The George Ranch is a fenced and gated community of 50 homes on 950 acres, with commonly owned 5 miles of paved roads, 7 miles of riding and hiking trails, two water wells with pumps, tanks and piping, a club house with pond and a security gate at the main entry. Other than occasional emergency response, the Manager does not work for on private property unless engaged and paid by the property owner for conducted during off hours.

The George Ranch Homeowners Association is governed by an elected Board of Directors that works through a Building and Grounds Committee. The Ranch Manager reports to that Committee. The Manager is responsible for planning his own work, satisfactory completion performance, and timely reporting of significant issues. The position is not closely supervised and is exempt from over time payment requirements. The job does require about 2000 hours per year with heavy workloads in Spring and Summer and lighter in the Winter.

Major Duties and Responsibilities

The Ranch Manager has a budget for casual labor for assistance in such tasks as Spring weed and grass control along the roads and in the common areas. The Ranch Manager himself also works on mowing, weed whacking, and the removal of the occasional fallen tree. He also has access to appropriate specialists for dealing with higher level problems such as breaks in water lines, pump failures in the water system, and electrical problems.

Administrative Duties include participation in annual budgeting, purchasing supplies, researching and purchasing occasional equipment such as leaf blowers, handling casual labor including payment, expense reporting, and regular communications with the Building and Grounds Committee. Oversee repair contractors and occasionally replace them. Also oversee contractor employee parking and site cleanliness/safety of contractors working on home owner property. Admin. Duties: 25 hours per month

Routine Cleaning and Maintenance includes monthly cleaning of the Club House, regular mowing, week-spraying, watering etc of the Cottage and grounds, the Club House and Pond, and the front gate area. 15 hours per month.

Water System Duties include quarterly water meter reading, regular monitoring of wells, motors, pumps pipes and tanks. 5 hours per month

Road and Roadside Maintenance includes 3 to 6 cycles per year of tall grass and weed control removal, occasional crack-sealing and cold patching of small trouble spots on

roads, and working with paving contractors to estimate annual requirements and monitor large projects. 15 hours per month concentrated in the spring time.

Drainage systems include catch basins and gutters along parts of the roadway, and rock-lined ditches that direct rain water into the creeks as well as the creeks themselves which need to be kept reasonably clean and functional. This also includes a brow dam or basin to collect water for the pond, piping water to the pond and overflow piping below the pond. 10 hours per month.

Tree and Trail work involves annual spraying and periodic trimming of trees in the common areas and along the roadsides for traffic safety and fire protection. 6 hours per month.

Emergency and other repairs. 10 hours per month

Miscellaneous duties includes – 5 patrols of the roads to intercept unauthorized visitors(teenagers seeking party overlook), first response to main entry gate problems, and routine maintenance of truck and power tools. 10 hours per month.

Compensation: annual salary paid monthly plus 1 bedroom Cottage on ½ acre lot