

**Position Description**  
**Title: Infrastructure Director**  
**(Approved: 04/08/2025)**

**General Duties**

- Attend HOA Board meetings; prepare monthly, annual and ad hoc reports to inform the Board and the homeowners of the status of the streets, buildings and utilities.
- Participate in general Board discussions, decisions and activities.
- Establish a Streets, Buildings & Utilities Committee comprised of homeowners having expressed interest in the care and maintenance of such functions within The Springs community.
- Utilize volunteer homeowners to assist in the performance of minor, miscellaneous, *non-hazardous* maintenance and repair projects to minimize expenses.
- Maintain continuous liaison with the Springs Reserve Committee to assure they are apprised well in advance of all decision-making with respect to planned or emergency expenditures of reserve funds.
- Solicit competitive bids (three or more whenever possible) for all planned maintenance and repair work in excess of \$3,500 unless working with an approved preferred supplier. Contract, with prior Board approval, with known service providers for services of less than \$3,500
- Negotiate contracts with any preferred suppliers as specified by HOA financial procedures.

**Streets**

- Monitor the condition and appearance of The Springs streets, sidewalks, handrails and guardrails.
- Monitor the condition and status of all traffic, safety and information signage.
- Monitor the condition and appearance of The Springs walking trail surface that extends from the SE corner of the HOA along the Eastern boundary to the NE corner of the HOA property. Nature Park.

**Buildings**

- Monitor the condition of The Springs entry structure, bell tower, HOA office, maintenance building, and walls, fences, privacy screens, bulletin boards and other HOA property to assure the continued integrity, appearance and safety of such facilities.
- Monitor the condition of the fountain, drain and clean annually.
- Monitor the condition of the picnic tables, benches, exercise equipment and BBQs in all common areas.
- AED - monthly inspections and replacement as needed.

**Utilities**

- Monitor operational status of streetlights. Report non-functioning units to TEP for inspection and maintenance as required.
- Monitor utility expenditures with the HOA Treasurer to assure minimum rates are maintained.
- Monitor external nighttime lighting of entry structure, flagpole and other safety-related lighting as may be installed.
- Monitor operational status of water meters and annual inspections and maintenance of Backflow valves.
- Monitor the condition of the private drainage easement and ensure proper flow control.
- The Streets, Buildings and Utilities Chair shall conduct their duties in support of fulfilling The Springs at Santa Rita HOA Mission and Vision statements while demonstrating its Guiding Values. Particular emphasis is to be made in achieving Vision elements 6, 8 and 9.