



White Ash Lake

Protection & Rehabilitation District

whiteashlake.com

POSITION DESCRIPTION

DISTRICT LAKE MANAGER

PURPOSE: The purpose of this description is to establish Lake Manager responsibilities in the areas of the lake building, equipment repair and maintenance, and harvesting for the taxing district of North White Ash Lake, South White Ash Lake, and the Apple River. The Lake Manager is hired by and reports to the Lake District board of commissioners, and serves at the discretion of the board. Compensation is established through the annual budget. Additional Hourly wages for mechanic work, regular/miscellaneous, and harvesting are also set by the board.

Building responsibilities:

1. Grass cutting shall be performed around the building, boat landings, and property as needed.
2. Repair and maintenance of the building and all district property (docks, signage, etc.) as needed.
3. Docks should be put in as soon as possible after ice out and removed approximately mid-October. Monitor for safety and usability periodically throughout the season.
4. Board of commissioners should be immediately informed of any concerns regarding building structures or lake property.
5. Organize and clean building as needed. Special consideration should be given for cleanliness and storage of equipment prior to district board meetings and annual meeting.

Equipment Maintenance responsibilities:

1. The Lake Manager is responsible for all required maintenance and repairs to weed harvesting equipment, tractor, trailer, and truck as per recommendations in equipment manuals.
2. All parts and required repairs will be ordered and performed by the lake manager. All contract maintenance shall be scheduled and work completion shall be supervised and approved by the lake manager.
3. Any tools or shop equipment needed to perform duties shall be purchased by the lake manager up to \$250. Purchases more than \$250 need prior approval from the board of commissioners. Please note: all tools and equipment are for the sole use of the Lake District and not available to loan to others.
4. Clean, winterize, and store all equipment. Clean and store all tools and supplies in building.

Harvesting:

1. The Lake Manager is responsible for following the APM plan and the proper Harvesting, hauling, and disposal of the weeds.
2. The Lake Manager is responsible for obtaining the annual weed harvesting permit and completing any other necessary paperwork required to follow the APM Plan (in consultation with the board as needed).
3. Hire and oversee employees for harvesting duties (give priority to lake property owners). Inform board of commissioners of new hires. Have employees' complete W4 form or identifying information form.
4. Train all harvesting operators in the following areas: APM plan, equipment operations, daily equipment checklist, weed cutting log and time sheet.
5. Coordinate harvesting times, locations, and schedule between employees.
6. Complete 100 hours maintenance oil change and Conveyor 1, 2, and 3 checklists. Overall inspection of harvester.

General Responsibilities:

1. Attend board meetings and provide reports on harvesting and repairs or maintenance that have been completed or are needed.
2. Return phone calls and respond to text messages from Board members as soon as possible, preferably within 24 hours.
3. Turn all bills, invoices, and time sheets into the treasurer by the end of each month. A lock box will be mounted outside of the building for other employees to turn in paperwork.
4. Order all fuel/supplies as needed.
5. Complete AIS monitoring as per guidelines/duties if not being performed by volunteer individuals. Additional pay will be provided for this responsibility as per budget.
6. Order Portable Potties for the season.
7. This list is not comprehensive and all-encompassing. Other duties may be assigned by the Board of commissioners.

DATE INITIALLY APPROVED: April 25, 2020

UPDATED: August 26, 2023