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## **Holiday Beech Villas Condominium Owners Association Maintenance Contractor Job Description**

### **I. Job Type**

1. Independent contractor that is hired by Holiday Beech Villas on a year-to-year basis.
2. Will hold HBV COA harmless for any accidents or illness that may occur while contractor or his employees are employed by HBV.

### **II. Job Requirements**

1. Documented experience in carpentry, plumbing and basic electrical repairs.
2. Annual employment agreement will be signed with the Association. Will specify the billing rate.
3. May hire assistants, to be billed at specified rates.
4. Will maintain liability insurance for the contractor's corporation.
5. Provide health insurance for himself and keep these files with HBV.
6. May not file for state unemployment assistance, since he is an independent contractor.
7. Hours are flexible and determined by the board. Will be available 24/7 in case of an emergency.
8. Rate after normal work hours is time and a half.
9. Keep emergency contact information in the office.
10. Meet periodically with Maintenance Coordinator

### **III. Job Responsibilities**

1. The maintenance contractor will provide HBV COA management for maintenance, structural repairs or improvements and road management.
2. Seek outside contractor, if needed, with the approval of the Board.
3. Periodic inspection of grounds with the removal of trash and debris.
4. Maintains cleanliness of clubhouse by general clean-up and trash removal.
5. Will receive work orders from Maintenance Coordinator, who is on the board, or from the board itself.
6. May contract with individual homeowners for additional work to units that are not under the responsibility of the association.
7. Will refer any requests from homeowners for repairs directly to the Maintenance Coordinator and/or complete a maintenance work request form.
8. Will provide itemized billing information on a weekly basis to Office Manager, where a copy will be forwarded to Maintenance Coordinator.
9. Will provide receipts to Office Manager for any purchases completed on Association credit card.
10. Conduct seasonal individual unit inspections.
11. Submit annual contract for snow removal and winterization.
12. Maintain winterization stations at each building (see Winterization Policy).
13. Periodically conduct inventory of materials on-site and order as needed.