

Minocqua Forest Riders Snowmobile Club

Responsibilities of the Equipment & Maintenance Manager:

Equipment:

- 1) Prepare the equipment for off season storage
- 2) Determine how the equipment should be set up for seasonal work, through research and operator input, and perform seasonal modifications to the equipment for fall and winter use
- 3) Weekly evaluation of the equipment
- 4) Ongoing maintenance and scheduling the repair of damaged parts or equipment breakdowns
- 5) Record keeping, preferably computerized, for each major piece of equipment in regard to parts replaced and service done
- 6) On call support for equipment rescue
- 7) Identify and address any abuse of the equipment and work with the Trail Supervisor and the President to resolve the issue

Shop:

- 8) Be responsible for the general appearance and cleanliness of the interior of the equipment shed
- 9) Maintain an inventory of commonly used parts and fluids for the equipment
- 10) Organizing shop supplies and tools
- 11) Work with the Trail Supervisor to store an inventory of posts, trail signs and hardware (The Trail Supervisor is responsible for ordering the inventory)

Communication:

- 12) Work with the Trail Supervisor for training operators in the use of the equipment
- 13) Setup a line of communication with operators for reporting equipment problems which includes implementing a Pre/Post equipment checklist
- 14) Encourage and coordinate membership to work in the shop and create a volunteer friendly and welcoming environment
- 15) Use the club's procedure for reporting accidents
- 16) Be involved in the annual budget preparation for the club
- 17) Seek board approval for single item expenditures of \$500.⁰⁰ or more
- 18) Prepare an EMM report for both the monthly Board of Director and General Membership meetings

General:

- 19) Monitor and order propane
- 20) Work with the LSTF to monitor and order diesel fuel
- 21) Monitor the dumpster and schedule trash removal