The following define the requirements to be performed by equipment operators employed by the BDOA board of directors.

1. Communication shall be done, for items on this list, with the Equipment Point of Contact (EPOC) assigned by the Board, the “Member at Large” or their backup, the President.
2. Any safety issues or other concerns shall be reported to the EPOC upon discovery.
3. Operator must obtain permission from the EPOC, or another designated person, to perform snow removal and road maintenance activities before starting work.
4. Operator shall enter machine hours and usage every time equipment is used into the equipment log to be kept in cab.
5. Machinery shall be maintained according to manufacturer recommendations.
6. The diesel tank shall be locked, when not in use, and a spare key made available in the lockbox kept in the grader barn.
7. The diesel tank shall be refilled when it reaches approximately 1/4 of its capacity.
8. Spare keys for all equipment shall be stored and made available in the lock box kept in the grader barn.
9. Any owner’s manuals or operator instructions shall remain in the equipment’s cab and shall not be removed without the permission of the EPOC.
10. The following tasks shall be performed whenever the equipment is used or repaired.
	1. Verify fluid levels, top off fluid levels as needed.
	2. Verify lights are functioning.
	3. Verify brakes are functioning.
	4. Verify hydraulics are functioning.
	5. Check tire pressure, fill tires as needed, and patch tires.
	6. Coordinate with mechanics to verify that work performed is completed and tested.
11. Snow Plowing shall be done according to the plan, Addendum A: Snow Plow Map, provided by the EPOC. General guidelines include the following, but may be overridden by the EPOC depending upon conditions:
	1. Only plow when at least 4 inches of snow is on roads or when drifts exceed at least 8 inches of snow on the roads.
	2. Only plow after storm has ceased or has abated.
	3. Only plow when high winds have abated, generally less than 20 mph.
	4. Only plow during daylight hours.
	5. Only plow after Highway 285 has been re-opened if previously closed due to weather.
12. Maintain the roadways according to the plans/direction provided by the EPOC with activities including but not limited to:
	1. Clear ditches of obstructions.
	2. Pull road base and gravel from the ditches and place them back on the roads.
	3. Remediate and replace culverts.
	4. Remediate and replace road/culvert markers.
	5. Place markers at culverts and specific road contours to identify the road edges and culvert locations.
13. Training/Managing Backup Personnel
	1. Primary Operator shall train and coordinate with person(s) identified by the EPOC as backup operator(s).
14. Additional tasks shall only be performed with approval from the EPOC.
15. Compensation
	1. Operator shall be paid $25/hour for all authorized equipment operation, maintenance, and training activities.
	2. Operator shall be reimbursed for all authorized expenses required for operation and maintenance of BDOA equipment.
	3. Operator shall submit a weekly invoice including dates, times, hours worked, and operational expenses, including receipts.
	4. All invoices shall be provided to the Board within one week of the work being performed.

**Operator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Approved:** BDOA Board (email signatures on file)

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Addendum A**

