

maintenance coordinator

Point Aquarius has a full-time Maintenance Coordinator who is responsible for quickly and efficiently carrying out routine maintenance during business hours, which may vary according to the needs of the community.

routine tasks

- Consult with the management team of the POA for any maintenance issues that need to be addressed
- Place/return trash cans for pickup
- Stock both pools and Marina restrooms
- Inspect all Common Areas, including the playground and the tennis courts, for necessary maintenance and trash/debris removal
- Set up table and chairs at the Community Center for the week's activities (PAWC, Board Meetings, etc.)
- Inspect and replace trash bags at pet waste stations
- Kill and treat ants as needed
- Manage inventory levels for maintenance supplies, equipment and materials
- Receive and process maintenance requests from the POA Board and PA Office.

SEE A MAINTENANCE ISSUE THAT NEEDS ATTENTION?

Contact the POA office so that it may be recorded for follow-up.

POA Office

936-856-4927

office@pointaquarius.com

weekly schedule

MONDAY

Sections 1, 3 & 6

- Place/return trash cans for pickup
- Set up tables/chairs at Community Center
- Stock pools
- Stock Marina Bathrooms
- Inspect/clean Common Areas
- Pick up trash along Point Aquarius Blvd
- Process Work Orders

TUESDAY

Section 7

- Inspect/clean Common Areas
- Process Work Orders

WEDNESDAY

Sections 10, 3 & 2

- Inspect/clean Common Areas
- Process Work Orders

THURSDAY

Sections 8 & 9

- Place/return trash cans for pickup
- Inspect/clean Common Areas
- Pick up trash along Point Aquarius Blvd
- Process Work Orders

FRIDAY

Section 5

- Set up tables/chairs at Community Center
- Stock pools
- Stock Marina Bathrooms
- Inspect/clean Common Areas
- Process Work Orders

