

POSITION DESCRIPTION, LIGHT CHAIR

The lighting Chair is either a Co-Chair of the Maintenance committee or an Ad Hoc Committee Chairperson appointed by the President of the Board.

Duties includes the following:

- Investigate all path and street light outages and determines if the cause is above or below ground.
- All repairs above ground are done by the Light Chair that includes bulb replacement, photo cell replacement and ballast replacement (for lamps having HPS bulbs), light poles, and cross bars.
- Contacts an electrical contractor to repair underground line breaks.
- Cleans lamp lens and lamp bases.
- Maintains a stock of replacement parts obtaining Board approval for expenditures.
- Contacts Homeowners whose homes provide power to the appropriate light fixtures for access to the control switches.
- Submits street light repair report at the monthly board meeting and committee report for the Annual Membership Meeting.
- Submits budget requirements for following year and long range projects to the Board of Directors for approval in December and subsequent approval at the Annual Membership Meeting in January.