POSITION SUMMARY

Job Title:……..Compliance Coordinator
Department:…….....ECC
Supervisor's Title:……..…….General Manager
Original/Revision Date:……10.02.2026

SUPERVISION RESPONSIBILITY:

None

PRIMARY DUTIES:

Assist staff and the general public in matters pertaining to ECC/FRC Business. Answer phones, type correspondence/prepare minutes and agendas, filing, copying, and scheduling. Work in support of the ECC departmental objectives maintaining property values in Silver Lakes through periodic inspection of properties in the community.

COMPETENCIES:

1. Prefer minimum 1-year experience with understanding Architectural Guidelines and Silver Lakes Association Governing Documents.

2. Prefer the ability to read and interpret construction diagrams/prints as well as possess the ability to read, interpret and apply land use/architectural and policy codes, and then apply them in a "due process" procedural setting.

3. Ability to type at an acceptable rate.

4. Ability to work well with the general public, staff members and steering committees.

5. Must have the ability to communicate orally and written with all of the Association and external activities.

6. Basic computer, word processor, and spreadsheet applications knowledge.

7. Ability to orchestrate numerous projects while meeting multiple deadlines.

8. Excellent organizational skills a must.

9. Ability to learn and comprehend new procedures quickly.

10. Must have a valid California's Driver License as position requires driving Association vehicle around community.

DRESS/ATTIRE EXPECTATIONS:

Follow ECC/RV Park Dress Code

SKILLS/PROFICIENCIES SPECIFIC TO THE POSITION:

POSITION SUMMARY

1. Assist with advising on all architectural and conformance matters to the Environmental Control Committee, Fines Review Committee, General Manager, and Board of Directors.

2. Maintain the Association's records on all architectural and conformance matters.

3. Assist with managing the Association's architectural permit system. Assist with devising forms and procedures to maximize convenience to property owners and builders, while providing accurate financial data and appropriate information to the General Manager to ensure efficient operation of the Environment Control Department.

4. Assist with providing the General Manager with an annual inspection plan to ensure that the goals of the Environment Control Committee are met, and property values are maintained and enhanced to their maximum potential throughout the community. Also, prepare weekly inspection/compliance reports, for the General Manager, to be recorded into the minutes of the meetings for the ECC and the FRC.

5. Disseminate information pertaining to all properties.

6. Receive and process permit applications and applicable fees.

7. Process inspection requests and disburse applicable construction deposits.

8. Administer "Due Process" notices as they relate to the enforcement of Rules and Regulations and ECC Guidelines.

9. Process fine letters.

10. File small claims actions.

11. Assist in coordinating scheduled ECC and FRC meetings, prepare agendas and minutes.

12. Prepare various reports, flow charts, and databases, as necessary.

13. Attend and provide staff support for all ECC meetings, including agenda and minutes preparation. All construction requests will be reviewed by the Compliance Administrator, and the Administrator will brief the Committee on the pros and cons of each project and provide a staff recommendation to the Committee.

14. Attend and provide staff support for all Fines Review Committee hearings and present the Association's case against architectural violators. Provide the Committee with all chronological, circumstantial, and physical evidence as well as a set of all pertinent policies, rules, and regulations.

POSITION SUMMARY

15. Interpret and administer ECC Policies, and C&R Regulations, and all appurtenant land use articles.

16. Inspect properties within the community for compliance with Silver Lakes governing documents and report findings to the Compliance Administrator.

17. Re-inspect properties where existing violations have been issued.

18. Make recommendations for the issuance of Courtesy Notices, Notices of Violation, Administrative Violations, and Stop Work Notices.

19. Work safely, maintain a safe working environment, and report all accidents immediately to your supervisor.

20. Performs other related duties as assigned or required.

The above position description is intended to describe the general expectations of work being performed by staff assigned to this position. This position description is not intended to be an inclusive list of all expectations of staff in this position.

I have reviewed, understand, and have received a copy of my job description.

_____ _____

Employee's Signature Date

_____ _____

Supervisor's Signature Date

POSITION SUMMARY

Position Title:…..……..…….Compliance Coordinator
Date:……10.02.2026

ACTIVITIES - DESCRIPTION	STRENGTH FACTOR S/L/M/H/V
1. **Standing** – Remaining on one's feet in an upright position.	L
2. **Walking** – Moving about between locations.	L
3. **Sitting** – Remaining seated in a stationary position.	S
4. **Lifting** – Raising or lowering an object from one level to another. Consider weight handled, position of body and aid available.	
a. Floor to waist	L
b. Waist to shoulder	L
c. Above the shoulder	L
5. **Carrying** – Transporting an object. Evaluate duration, weight and Distance carried.	L
6. **Pushing** – Exerting force so that an object moves away from the force.	L
7. **Pulling** – Exerting force so that an object moves towards the force.	L
8. **Reaching** – Extending hand(s) and/or arm(s) in any direction.	
a. Consider position of body, length, and height of extension.	L
b. Evaluate weight of object(s) transported.	L
c. Consider repetitive nature of job function.	L

Following are descriptions of the five terms in which the Strength Factor is expressed:

S **Sedentary Work –** Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time.

L **Light Work** – Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Light Work usually requires walking or standing to a significant degree.

M **Medium Work** – Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

H **Heavy Work** – Exerting up to 100 pounds of force occasionally, and/or up to 20 pounds of force constantly to move objects.

V **Very Heavy Work** – Exerting up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of pounds of force constantly to move objects.

POSITION SUMMARY

ACTIVITIES - DESCRIPTION	STRENGTH FACTOR NA/O/F/C
9. **Climbing** – Ascending or descending ladders, stairs, ramps, and/or poles.	N/A
10. **Balancing** – Maintaining body equilibrium on narrow, slippery, or moving surfaces.	O
11. **Stooping** – Bending body downward and forward at the waist.	O
12. **Kneeling** – Bending legs at knees to rest on knee(s).	O
13. **Crouching** – Bending body downward by bending legs and spine.	O
14. **Handling** – Seizing, holding, grasping, turning, or working with hands.	O
15. **Fingering** – Picking, pinching, or otherwise working with fingers.	O
16. **Wrist Positioning** – Use of wrist for repetitive activity (i.e., typing, chopping, twisting).	O
17. **Hearing** – Perceiving the nature of sounds.	O
18. **Tasting/Smelling** – Distinguishing differences in flavors and/or odors.	O
19. **Near Acuity** – Clarity of vision at 20 inches or less.	O
20. **Far Acuity** – Clarity of vision at 20 feet or more.	F
21. **Depth Perception** – Ability to judge distances and spatial relationships.	F
PHYSICAL SURROUNDINGS	**FREQUENCY NA/O/F/C**
22. **Exposure to Weather** - Exposure to hot, cold, wet, humid, or windy conditions, caused by the weather. When exposure to weather results in marked bodily discomfort.	O
23. **Extreme Cold** – Exposure to non-weather related cold temperatures. When temperatures are sufficiently low to cause marked bodily discomfort.	N/A
24. **Extreme Hot** – Exposure to non-weather related hot temperatures. When temperatures are sufficiently high to cause marked bodily discomfort.	N/A
25. **Wet and/or Humid** – Contact with water or other liquids; or exposure to non-weather related humid conditions.	N/A
26. **Noise** – Exposure to constant or intermittent sounds of a pitch or level sufficient to cause marked distraction or possible hearing loss.	N/A
27. **Atmospheric Conditions** – Exposure to conditions, such as fumes, noxious odors, dusts, mists, gases, and poor ventilation, which affect the respiratory system, eyes, or the skin.	N/A

N/A **Not Applicable -** does not apply to this job.

O **Occasionally –** activity or condition exists up to one-third of the time.

F **Frequently –** activity or condition exists up to one-third to two-thirds of the time.

C **Constantly –** activity or condition exists two-thirds or more of the time.

POSITION SUMMARY

HAZARDS	FREQUENCY NA/O/F/C	PROTECTIVE DEVISE PROVIDED
28. Proximity to moving and/or mechanical parts.	N/A	
29. Exposure to electrical shock.	O	Knowledge based training
30. Working in high places.	N/A	
31. Exposure to radiation.	N/A	
32. Working with explosives or explosive substances.	N/A	
33. Exposure to toxic or caustic chemicals.	N/A	
34. Exposure to lasers.	N/A	
35. Exposure to blood and body fluids.	N/A	
36. Working with hazardous substances.	N/A	

N/A **Not Applicable -** does not apply to this job.

O **Occasionally –** activity or condition exists up to one-third of the time.

F **Frequently –** activity or condition exists up to one-third to two-thirds of the time.

C **Constantly –** activity or condition exists two-thirds or more of the time.

Modified Duty:

Could this position accommodate an individual with physical restrictions due to the following:

a) Back injury X yes no

b) Wrist injury X yes no

c) Lifting restriction X yes no

d) Standing restriction X yes no

If yes, outline specific requirements:

a) Sitting, standing, and walking can be accommodated.
b) No repetitive movement is required.
c) Limited lifted required.
d) Standing can be accommodated.