

Thomas Pond Improvement Association
Dam and Water Level Management Position Descriptions

Dam Keeper & Alternate Dam Keeper Responsibilities

Dam Keepers shall act in accordance with the requirements set forth in the Thomas Pond Dam and Water Level Management Plan (TPMP) and shall visit the dam on an as-needed basis¹ either to make changes to WATER FLOW², or for other actions, such as debris removal.

The principal duties and responsibilities of the Dam Keeper shall be as follows:

- Maintain the POND ELEVATION and WATER FLOW over/through the STOP LOGS.
- Check and/or record the POND ELEVATION and WATER FLOW unless being performed by a Dam Monitor. Record all changes to STOP LOGS, debris removal, maintenance and other actions in the logging system used by TPIA.
- Perform or manage those activities specified in the Thomas Pond Dam Maintenance Plan.
- Ensure updates and notifications are promptly made to the TPIA Board, MDEP, or website as set forth in the TPMP to inform of changes in WATER FLOW or POND ELEVATION.
- Recruit, schedule, and supervise any work parties needed for the upkeep/cleanliness of the dam area.
- Report annually on the physical condition of the dam to the Board of Directors or promptly after noticing any new signs of deterioration.
- Establish a relationship with the direct property abutters to the dam and keep them apprised of any extraordinary occurrences regarding the dam.
- Monitor Alternate Dam Keeper activities and ensure their responsibilities are being properly performed.
- Act as an Alternate Dam Keeper when another individual is acting as Dam Keeper

Deleted: <#>Remove any debris that is lodged against the dam STOP LOGS, spillway, or abutments that may interfere with dam operations or WATER FLOW, including any deliberate efforts by wildlife to build dams or lodges within the vicinity of the dam. ¶
Routinely maintain the dam, dam supplies, dam cam, and dam area by replacing or repairing STOP LOGS & tools, periodically cleaning rulers and camera lens as needed, trimming undergrowth, removing leaves or snow from the dam, etc. ¶

Deleted: <#>Promptly investigate credible reports of potential structural or seepage problems at the dam and at least once/year prior to the Annual Meeting perform a visual inspection of the entire visible dam structure, including the wing walls and spillway. ¶

Deleted: <#>Present a summary of dam condition, dam keeping activities, and needs at the Annual Meeting. ¶

¹ anticipated to be roughly twice monthly in the OFF-SEASON and 6 – 15 times per month IN-SEASON

² Terms in all capitals shall have the meaning described in the TPMP unless solely defined herein

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