



CASUAL RESIDENT CARETAKER JOB DESCRIPTION

Job Title: Resident Caretaker - Casual

Effective Date: October 2007

Pay Grade: Casual/Extra Help

Revision Date: December 2021

FLSA: Non-Exempt

NATURE OF WORK

Under close supervision, serves as an on-grounds Caretaker. Performs a variety of camping preparation/reception, facilities and grounds maintenance functions, and may set up or take down for events.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Ensures grounds are locked and/or unlocked as appropriate/directed;
- Assists Park Hosts as needed including being their first contact for questions.
- Ensures campsites are ready for use.
- Handles check in process for arriving campers and removes litter and debris from grounds.
- Trouble shoot issues as they arise regarding camping or facility rental during off-hours.
- Responds to and assists in resolving maintenance issues and/or setup issues involving interim rentals.
- Cleans and maintains the office, restroom facilities, and parking lot.
- Ensures rules are followed and reports unauthorized activity on grounds.
- Sets up tables, chairs, booths, stages, and/or other types of items required for events conducted at County facilities; tears down events and performs events clean up, resolves issues during events.
- Performs a variety of landscaping and grounds maintenance functions.
- Paints signs, fences, doors, and the interior and exterior of buildings.
- Installs signs and banners; updates message boards.
- Operates various types of grounds maintenance equipment including forklifts, lawn mowers, weed eaters, and blowers.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in and around parks facilities; work involves exposure to variable weather conditions, hazardous chemicals and materials, and machinery with moving parts; subject to standing, walking, bending, reaching, operating equipment, and performing manual labor. Must be able to lift 50 pounds.

EMPLOYMENT STANDARDS:

High School Diploma or G.E.D. equivalent; AND one (1) year campground/park/fairgrounds maintenance experience.

A valid Driver's License and CPR/First Aid Certification is required. CPR / First Aid certification obtained within 6 months of hire.

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KNOWLEDGE AND SKILLS:

Knowledge of:

- County policies and procedures.
- Camping operations.
- Parks operations and events.
- Parks and grounds maintenance principles.
- Equipment and tools relative to parks maintenance.
- Regulations and standards governing the maintenance of parks and buildings.

Skills in:

- Coordinating and performing a variety of parks maintenance functions.
- Following directions and asking appropriate questions.
- Setting up and tearing down events and functions.
- Safely operating and maintaining departmental equipment and tools.
- Establishing and maintaining effective working relationships with other staff, community groups, and the general public.
- Communicating effectively verbally and in writing.