



## **Job Description – Property Caretaker**

**General Description:** The Caretaker shall be a representative of the Byers Park & Recreation District. The individual will perform a variety of work in the general maintenance and repair of buildings, facilities and equipment necessary to all buildings and grounds which are owned, managed, rented or leased by the District, ball fields excluded. Manage reservations and scheduling events at District facilities and maintain Facilities calendar. Must have the ability to maintain a harmonious and effective working relationship with the District Board, supervisors, subordinates, public officials, and the public.

**Principal Duties:** The Caretaker maintains the grounds in clean and orderly manner, including mowing and trimming Quint Valley Fairgrounds, Church Museum, and the Park; sets sprinklers/irrigation system; repairs broken sprinkler heads, trims weeds, trees /branches; cleans debris/trash from walkways; trash removal; snow removal; maintains mowers and related grounds equipment; manages reservations/calendar of District facilities. The position will have a combination of office and field work. Duties include, but are not limited to:

- Schedules all events held on District property, obtaining contracts, waivers, deposits, and payments.
- Checks District voicemail for messages.
- Cleans/maintains and prep of District facilities for events.
- Mow and trim Quint Valley Fairgrounds, Church Museum, Park and leased property.
- Trash removal at District facilities.
- Snow removal at District facilities.
- Maintenance of mowers and related grounds equipment.
- Minor repairs and preventative maintenance of District facilities.
- Manage Community Service Program.

### **Knowledge, Skills & Abilities:**

- Works well with people, including; general public, District employees and District board.
- Good communication skills, both verbal and written, including administrative and organizational skills.
- Experience with computers and or typing.
- Ability to operate equipment.
- Valid driver's license required and able to pass a criminal background screening.

**Supervision:** Supervision will be under the direction of the Byers Park & Recreation District Board.

**Education and/or Experience:** Any combination of education, training, and experience which demonstrates ability to perform the duties and responsibilities as described.

**Pay Rate:** Commensurate with experience. Caretaker must live in District provided housing in exchange for wages.

**Schedule:** Hours vary and are seasonal: 25-30 hours per week (March – October); 5-10 hours per week (all other months). Some evening and weekend work as needed.