

COALINGA-HURON RECREATION AND PARK DISTRICT

Camp Caretaker Job Description

Report to: Director of Maintenance and Operations

Salary: \$36,260-\$40,050

Work Year: 261 days

Overtime Status: Non-Exempt

Basic Functions for Position:

Under the direction of the Director of Maintenance and Operations, this position will perform a variety of semi-skilled and skilled tasks in the maintenance and repair of CHRPD's Camp Yeager facilities, equipment, trees, and meadow. This position will be required to display strong initiative to work independently and perform a wide variety of tasks and skills at Camp Yeager in Cambria. This position is expected to exercise good judgement, discretion and show strong initiative; performing independently under general supervision. This position requires weekend work with fluctuating days off of Tuesday-Wednesday or Wednesday-Thursday, based on the camp rental schedules and being on call when renters are on site. Regular work hours are 7:00 AM to 3:30 PM. This position also observes District recognized holidays for Full-Time employees.

District Expectations:

- Has strong interpersonal skills
- Has ability to exercise initiative and independent judgement
- Is an open, honest, and effective communicator, both orally and in writing
- Has ability to analyze problems, identify solutions, and formulate recommendations

Duties and Responsibilities:

The Camp Caretaker's duties may include, but are not limited to, the following:

- Inspect Camp facilities, buildings, and grounds for potential hazards, repair as needed. Regularly inspect the condition of the District buildings and facilities, report as needed.
- Utilize proper safety precautions related to all work performed.
- Supervise the use of camp by private groups to insure compliance with District Policy, local law, and camp rules.

- Conduct “Check-In” and “Check-Out” with each renter to document the condition of facilities before and after their rental.
- Required to be on-call at night and on weekends.
- Operate equipment including but not limited to: mowers, tractors, trenchers, tree pruning lift, chain saws, and various vehicles.
- Responsible for landscape maintenance, including but not limited to: removing weeds and brush, trimming trees, removing fallen trees, removing poison oak, clearing, maintaining and dragging trails, and cutting wood for use in the outdoor fire pit.
- Responsible for the painting of cabins, the Kirk Irwin Rec Hall, Chuck Wagon, Trading Post, restroom and shower house, as needed.
- Maintain cleanliness of all washable items, e.g. mattress covers, shower mats, mop heads and dust mops between rentals.
- Responsible for electrical repair of wiring, fuses, light switches, light fixtures, motors, generators, lighting systems, smoke alarms, and other fixtures and equipment. Identify damaged or worn electrical components and take corrective action as assigned.
- Repair any plumbing issues including but not limited to: faucets, sinks, toilets, water heaters, showers, pipes, and unclogging drains.
- Perform semi-skilled carpentry including but not limited to: finishing cabinets and countertops, install tile and carpet, make repairs to doors, windows, floors, locks, gates, roofs, and ceilings.
- Check, service, repair natural gas fixtures, heating and ventilating equipment.
- Communicate well with fellow staff, supervisors and renters.
- Maintain effective communications with Administrative Assistant regarding rentals.
- Maintain janitorial supplies.
- Clean restrooms, cabins, kitchens, etc. when a renter did not do so properly, and as needed.
- Responsible for managing timekeeping, which includes maintaining the standard monthly timesheet and recording/reporting any accrued on-call hours.
- Assist in emergency situations.
- Other duties as assigned.

Qualifications and Requirements:

- A minimum of one 3 years of work experience is strongly desired in two or more of the following disciplines: Grounds Maintenance, Building Trades, Motor Mechanics, or custodial work at a recreational camp facility.
- Equivalent to completion of GED or High School Diploma.
- A valid California Driver’s License and good driving record.

- Conditional Hire: Upon receipt of a conditional offer, the candidate must complete and pass a Pre-employment physical, pass a Live Scan Fingerprinting. Failure to pass the above mentioned will be grounds for withdrawal of a job position.

Physical Demands:

- Heavy lifting.
- Ability to work outdoors in a variety of weather conditions.
- Great physical fitness and endurance.
- Ability to safely perform job duties in tight spaces, elevated areas, and other physically demanding or restrictive environments.

District Benefits Include:

- Comprehensive Health, Dental, and Vision Insurance Coverage
- CalPERS Retirement Plan
- Fourteen Paid Holidays, Two Personal Days, and One Floating Holiday
- District-Supplied Cellphone, Wi-Fi, Utilities, and Housing

Caretaker Residence:

- Two-Bedroom Unit
- One Bathroom
- Detached Garage
- Indoor Laundry

CAMP CARETAKER SUPPLEMENTAL QUESTIONNAIRE

QUESTION 1: Describe your Experience, Education, and Certifications that qualify you for the position of Caretaker.

QUESTION 2: Describe your experience in Park Maintenance, including: turf management, trees, irrigation, drainage, pesticide application, safety, landscaping, weed control, path maintenance, picnic areas, shade structures, cement work, fencing, and graffiti abatement.

QUESTION 3: Describe your experience in Building Maintenance, including: electrical systems, renovations, roof repairs, floors, doors/windows, plumbing, construction, painting, commercial kitchen and restrooms repair.

QUESTION 4: Describe your experience in Mechanical Maintenance, including: pumps, mowers, trucks, diesel engines, hydraulics, and welding.

QUESTION 5: Describe your experience in providing excellent Customer Service, including: Renters using the facilities, Agency Representatives (such as a Fire Marshall, etc.), and fellow co-workers (District Staff).