



Charter Township of Waterford Position Description

Caretaker – Hess-Hathaway Park

Department: Parks and Recreation
Supervised By: Parks and Recreation Director or Recreation Supervisor
Supervises: Community Service
FLSA: Non-Exempt

General Summary

Oversees daily operational activities involved in managing a recreational park facility with an Animal Exhibit Farm licensed by the USDA.

Essential Positions Functions

Oversees and manages the daily operations of the farm/facility to accomplish the agricultural production of the fields (mainly corn and hay), programming and recreational goals of this facility under the direction of Parks and Recreation Department.

1. Provides assistance as needed for the animals.
2. Orders supplies and equipment in order to maintain a working inventory.
3. Knowledgeable of rules, policies and history of the farm and park in order to promote public relations and provide information.
4. Inspects, services and repairs equipment and facilities making recommendations as needed; and fabricates special equipment when necessary.
5. Assists in reviewing and planning the farm animal program and/or the crop program in order to produce the required feed.
6. Participates in enforcing safety rules, codes and regulations.
7. Assists in maintaining farm system records, records data and evaluates production records.
8. Keep barn and storage facilities neat and organized
9. Maintain and make repairs to buildings, fire pits, benches, picnic tables, pavilions, etc. Report immediately to the Parks and Recreation Department's Director any repairs and/or maintenance items you cannot do yourself.
10. Assist farm staff with projects that require changes to building or barn displays, etc.
11. Inspect property boundaries and interior areas weekly in an effort to monitor and prevent vandalism and identify safety issues.
12. Keep walkways free of snow and ice. Plowing parking lot as needed.

13. Open and close buildings for Parks and Recreation Department approved groups using the facilities for rentals.
14. Clean and set up pavilion or room rentals prior to and after the rental of facility.
15. Keep inventory of Parks and Recreation Department's equipment that is stored at the park.
16. Supervises community service workers and volunteers.
17. Provide a monthly written report to the Hess-Hathaway Park Advisory Committee on provided format. Attend all meetings of the Hess-Hathaway Park Advisory Committee.
18. Attend required safety training in order to use tools and equipment provided by the Parks and Recreation Department.
19. Take lead in scheduling community service workers (WWAM & others) for clean-up and scheduled event preparation and any other projects where extra manpower is warranted.
20. Maintain all lighting and timers.
21. Maintain open dialogue with farm staff.
22. Other duties as assigned.

Communications/Interpersonal Relationships, Interacts with:

- Parks and Recreation Department staff - in order to plan and implement maintenance of facilities, planning of farm operation and recreation programs on-site.
- Farm Staff - in order to communicate direction, discuss assignments and to coordinate use of equipment.
- Veterinary Personnel - in order to ensure proper care of animals.
- Public - in order to provide information and promote programs and facility.
- Hess-Hathaway Advisory Committee – in order to communicate accomplishments and concerns of farm and park, any equipment or facility repairs made or needed to be made, and other pertinent park information.

Responsibility for Health/Safety of Others: This position has responsibility for the health and/or safety of others. Responsibilities include training employees in the proper operations of machinery and equipment, handling animals and administering medicine to animals.

Impact on Programs/Services/Operations: The position contributes to the goals and objectives of the department. Mismanagement of livestock, crops and park grounds and facilities could result in large time and financial losses.

Education/Experience: The position requires: knowledge equivalent to that which normally would be acquired by completing a four-year college degree program in Animal Science or Crop and Soil Science or agricultural field related to the area of employment; one to three years of related and progressively more responsible or expansive work experience in supervision,

experience in computer usage; and knowledge of farm equipment; or an equivalent combination of education and experience; the position may require a Pest Applicators Certification.

Additional Requirements

1. Valid vehicle operator's license is required to perform duties of the position.
2. Additional preferred qualification: background, education and/or experience with law enforcement or security.
3. This position requires, or will require prior to the completion of the probationary period: knowledge of basic personal computer terminology and operations, and the ability to use e-mail and the Internet.
4. Successful candidate will be required to pass a detailed background investigation including physical examination and drug screening.

Physical Demands and Work Environment

Mildly disagreeable working conditions involving exposure to adverse weather conditions. The position requires heavy physical exertion and involves lifting and moving equipment, moderate construction and maintenance, and moderate use of power tools and machinery. Ability to lift over 75 pounds up to 25% of the time.

Unpaid Position

Caretaker(s) will be provided a home to live as tenants with free monthly rent. Caretaker(s) are responsible for monthly payment of utility bills.

Caretaker(s) may be employed elsewhere, as long as all duties of the caretaker(s) are being completed and standards are met by the Waterford Parks and Recreation Department.

Hourly estimate to perform weekly duties is an average of 20-30 hrs with highs and lows dependent on the season. **No pets allowed.**

No smoking in any part of the caretaker house.

No lease sublets of any kind (house or buildings) are permitted, unless written permission from Parks and Recreation Director is obtained.

Additional "live in" occupants are not permitted in the caretaker house, unless written permission from Parks and Recreation Director is obtained. ("Live in" is described as any stay over 3 weeks). Spouse and children of the Caretaker are permitted.

Long term storage of vehicles is not permitted, unless written permission from Parks and Recreation Director is obtained.

DAMAGE DEPOSIT: Upon accepting this position, you will be responsible for paying a \$500 security deposit to the Waterford Parks and Recreation Department.

"This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty."

Please submit the following to apply:

Anticipated date of occupancy is May 1, 2020

Closing date: Open until filled

Send letter of interest detailing your qualifications

Completed application

Charter Township of Waterford
Human Resources
5200 Civic Center Drive
Waterford, MI 48329
248-674-6252

<http://www.waterfordmi.gov/humanresources>
