

Coos County Parks Department

RESIDENT CARETAKER - JOB DESCRIPTION

POWERS PARK LOCATION

GENERAL STATEMENT OF DUTIES:

Maintains and enforces regulations as a caretaker and watchman of a County park; does related work as required. This is an unpaid position. Caretaker is expected to perform duties for approximately 20 hours per week on park duties. Caretaker is provided with a rent-free 3-bedroom, 2 bath home. Utilities, water, and garbage paid for by County. Phone and internet hookup are caretaker's responsibility. NO PETS.

SUPERVISION RECEIVED:

Works under the general supervision of the Parks Director or Park Ranger who outlines operative policies and regulations and reviews activities for adequacy of results obtained.

SUPERVISION EXERCISED:

Supervision is not a responsibility of this position.

EXAMPLES OF PRINCIPAL DUTIES:

1. Enforces park rules and regulations, registers vehicles and visitors, directs the general public in their use of park and recreation facilities, and performs related duties as required.
2. Cleans restrooms and performs light maintenance tasks.
3. Collects fees when required.
4. Provides security during weekends and evenings when park ranger is not on duty.
5. Landscape and lawn maintenance.

RECRUITING REQUIREMENTS, KNOWLEDGE, SKILL AND ABILITY:

Must have ability to interact courteously with the public, to provide information regarding park regulations and facilities, and to ensure the safety and welfare of the public; ability to patrol grounds and to enforce regulations; some mechanical knowledge is helpful. Basic computer skills for online reservation system.

EXPERIENCE AND TRAINING:

Completion of high school; or any satisfactory combination of experience and training.