



CONVERSE COUNTY JOB DESCRIPTION

TITLE: Caretakers, Ayres Natural Bridge Park

FLSA: Seasonal

DEPARTMENT: Parks and Recreation

REVISED: 10.26.2021

AREAS OF RESPONSIBILITY & GENERAL PURPOSE

Ayres Natural Bridge Park, open from April 15th through October 15th. The caretaker positions require the performance of semi-skilled work in the maintenance of public grounds, buildings, and equipment. Work assignments will become necessary from time to time and will require additional skills such as mechanical, plumbing, minimal electrical, minimal carpentry, and grounds maintenance experience.

POSITION REQUIREMENTS

The caretaker positions include one full-time seasonal employee and one part-time seasonal employee.

Due to caretaker housing provided by the County and the requirement that both employees reside at the park during the open season (April 15th to October 15th), the ideal candidates for these two positions would be a couple or other family members. However, all qualified candidates will be given equal opportunity consideration.

SALARY, BENEFITS, AND HOUSING

Salary will be based upon experience for both the full-time and part-time positions and will be paid in equal monthly installments during a 12-month **period**. No overtime or compensatory time will be paid for either position. However, the full-time employee will be eligible for other County-provided benefits, including health insurance. Enrollment in the Wyoming Retirement System will be required for the full-time employee. The part time employee is not eligible for any County benefits. Housing is provided at Ayres' Natural Bridge Park, and all utility costs will be paid by the County.

SUPERVISION RECEIVED AND EXERCISED

Both positions will be under the supervision of the Parks and Recreation Board of Directors. The full-time employee may occasionally supervise seasonal workers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Visitors to the park come from a large cross section of citizens and foreign visitors. The full-time and part-time caretakers must possess exceptional public relation skills as these skills are a major part of this position. Other requirements and areas of expertise include but are not limited to:

1. Operation and maintenance of mowing and park equipment.
2. Operation and performance of routine maintenance on a truck and tractor.
3. Repairs, painting, and maintenance of buildings and equipment, including benches, picnic tables, fences, and playground equipment.
4. Watering, mowing, edging, and weed trimming of park lawns; removal of downed tree limbs.
5. Ensure all grounds, buildings, shops, and restrooms are clean at all times.
6. Ensure restrooms remain stocked and supplied when park is open.
7. Maintenance of non-surfaced roads and parking lots including ensuring they are free of litter and debris.
8. Preparation of park for opening, closing, and special events.
9. Manage and keep organized the schedule for special events within the park.
10. Performance of snow removal within park when park is open, including roadways and sidewalks.
11. Maintenance of plumbing, electrical and water systems, including minor repairs, and coordination of any contracted major repairs as approved by the Parks & Rec Board.

12. Performance of routine vehicle maintenance.
13. Performance of related work and other assigned duties as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience :

1. High School diploma or equivalent achievement.
2. Prior education or experience in general maintenance and repair of buildings, grounds, and equipment preferred.
3. Both employees must be 21 years of age or older.

Necessary Knowledge, Skills and Abilities :

1. Must possess exceptional interpersonal communication skills to interact with park visitors and the public.
2. Must be neat and clean in appearance.
3. Must be able to operate vehicles, tractor, mowers, and other equipment.
4. Must be able to perform minor carpentry, plumbing, electrical and water repair work.
5. Must be able to effectively communicate orally and in writing, and must be able to understand, follow, and transmit written and oral instructions.
6. Must be able to use equipment and tools properly and safely.
7. Must be able to establish effective working relationships with the public and supervisor

Other:

1. Must have a current/valid driver's license.

TOOLS AND EQUIPMENT USED

Tools and equipment will be provided by the County and include a pickup truck; lawn and landscaping equipment including tractors, mowers, chainsaw, edger, weed trimmers, electric motors, pumps, sprinklers; and miscellaneous hand and power tools required for turf maintenance, minimal carpentry, painting, electrical, and plumbing.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, both the full-time and part-time employees is regularly required to reach with hands and arms. The employees are frequently required to stand; walk; and use hands to hold and operate objects, tools, and/or controls. The employees will occasionally be required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk and/or hear.

The full-time employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required for both employees to complete duties associated with this job include close vision; distance vision; color vision; peripheral vision; depth perception; and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those employees encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employees will be required to frequently work in outside weather conditions and will be frequently exposed to wet and/or humid conditions and other conditions related to park visitors (i.e., number of vehicles of park visitors).

The noise level in the work environment is usually fairly quiet based on activities.

SELECTION GUIDELINES

A completed Converse County application is required; a resume is recommended. An oral interview will be conducted for selected applicants; a satisfactory background check is a condition of employment. Each applicant’s education, experience, and ability to work as a cohesive team will be considered, as well as reference check.

The duties listed above are intended only as illustrations of the various types of work that is typically performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the County and employee(s) and is subject to change by the County as the needs of the County and requirements of the job change.

By signing below, I acknowledge that I understand the duties, basic requirements, and other information as identified in this document. I also understand the compensation package (salary, benefits, etc.) for this position.

Signature of Applicant

Printed Name of Applicant

Date

Signature of Witness

Printed Name of Witness

Date