



Winnebago County

The Wave of the Future

JOB POSTING

POSITION TITLE: Parks Caretaker

LOCATION: Parks Department

SALARY: \$24.26 - \$26.95/Hr.

STATUS: PT 30%

HOURS PER WEEK: 12

WORK HOURS: Thursday/Friday 3:00 pm – 7:00 pm, Saturday/Sunday 7:00 am – 1:00 pm and Monday 7:00 am – 11:00 am (every other week)

APPLICATION DEADLINE: Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

WINNEBAGO COUNTY POSITION DESCRIPTION *February 2020*

POSITION TITLE: Parks Caretaker

DEPARTMENT: Parks

PAY BASIS: Hourly

PURPOSE AND SUMMARY:

Maintains the grounds, facilities, and equipment of the Parks System.

ESSENTIAL FUNCTIONS:

1. Maintains and cleans buildings, restrooms, and grounds, and assists in the upkeep of all recreation areas.
2. Operates motor vehicles and equipment such as a boom truck, dump truck (including snow removal equipment), tractor, backhoe, tree spade, skid steer, power washers, front-end loader and large mowers, and assists with their maintenance and repair.

3. Assists in the installation and maintenance of all types of parks equipment. Maintains equipment and buildings as needed, including signs, piers, fishing docks and small bridges, and assists in their installation and removal during off-seasons.

ADDITIONAL ESSENTIAL DUTIES:

1. Prepares Parks buildings for seasons, checks and performs minor maintenance on plumbing, electrical, and HVAC systems, and performs carpentry work.
2. Performs landscaping, horticultural, shrub and tree-care work.
3. Assists with supervision, and training of seasonal and contracted employees in various job assignments throughout the park system.
4. Helps ensure that user services are provided in an efficient, pleasant and customer-focused manner.
5. Ensures that the buildings, grounds and equipment within the whole of the park system are maintained efficiently and effectively.
6. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to Parks Manager or Maintenance Supervisor, depending on assignment.
2. Works with Director of Parks and Expo Center, Program Manager, and other Parks staff.
3. Courteously and professionally interacts with parks or Expo Center users and other members the public as needed.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. High school diploma or its equivalency.
2. Some related experience preferred.
3. Possess a valid Class B Commercial Driver's License with no vehicle restrictions or possess the ability to obtain a Class B Commercial Driver's License within one month of employment.
4. Must produce evidence of meeting or exceeding the minimum automobile liability insurance Requirements contained in the Winnebago County Travel Ordinance.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Working knowledge of cleaning, supplies and equipment, carpentry, painting and plumbing, HVAC and electricity, maintenance methods, proper use of a variety of hand tools, as well as maintenance and repair of various mechanical devices.
2. Ability to operate heavy equipment such as a boom truck, dump trucks (including snow removal equipment), tractors, backhoe, tree spade, skid steer, power washer, front-end loader and large mowers, and assist with the maintenance of.
3. Ability to maintain effective working relationships with fellow employees while under limited supervision throughout the bulk of a shift. Ability to work with and communicate effectively with the public in a courteous and helpful manner in order to provide excellent customer service.
4. Acquainted with computer usage with working knowledge of Microsoft Office and Outlook programs.
5. Ability to work weekends and late afternoons through mid-evenings on a regular basis, and diverse hours as per snow plowing needs.
6. Must be able to work outside of scheduled hours on weekdays as well as on weekends on an occasional basis, especially during the winter plowing period.
7. Ability to train and provide direction to small work crews.

PHYSICAL REQUIREMENTS:

1. Ability to lift items of 50 lbs. or more several times per shift.
2. Ability to perform work from a standing or walking position throughout the bulk of the shift.
3. Ability to perform heavy manual labor for short periods of time under adverse temperature and humidity extremes.
4. Ability to perform heavy manual labor involving occasional bending, stooping and climbing.
5. Ability to work around animals along with accompanying odors.
6. Ability to perform work for extended periods during the shift that requires full manual dexterity in one hand or partial manual dexterity in both hands.