TITLE OF POSITION:  Seasonal/Limited Term Employee Parks Caretaker

IMMEDIATE SUPERVISOR:  Director of Facilities & Grounds

EFFECTIVE DATE:  April, 2014

GENERAL PURPOSE:  The Caretaker performs cleaning activities at City facilities and/or parks as directed. During and after special events, the impact and use on restrooms and facilities will require an increased level of service.

SECTION A
ESSENTIAL KNOWLEDGE, SKILLS & JOB RELATED EXPERIENCE REQUIRED

- Knowledge of custodial practices, procedures, and techniques.
- Ability to assess custodial needs, and structure work schedule to accomplish necessary tasks.
- Ability to follow written and oral instructions.
- Ability to establish and maintain effective working relationships with supervisors, other City staff members, and the Public visiting or using the parks and facilities.

SECTION B
EDUCATION AND EXPERIENCE

- A High School Diploma or GED is desired.
- Experience or training in custodial/cleaning services is an asset.

SECTION C
SPECIAL QUALIFICATIONS REQUIRED OR DESIRED

A valid Driver’s License is required and must be insurable.

This position may occasionally be required to work flexible hours or days to accommodate special custodial needs or events.
SECTION D
ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains restroom building interior by sweeping, mopping, hand washing of floors, walls, doors, windows, mirrors, and plumbing fixtures.
- Removing cobwebs, dead bugs from windows, counters, walls, ceilings, light fixtures, entry ways, roof overhang of buildings and pavilions.
- Sweeping, mopping and scrubbing shower curtains, floors, benches, stalls, and fixtures.
- Maintains building accessibility and appearance by picking up papers and trash both indoors and outdoors.
- Removes trash by emptying trash containers; transporting materials to disposal area and recycling materials.
- Cleaning and re-supplying restrooms.
- Cleaning drinking fountains.
- Hosing, pressure washing, mopping, sweeping, blowing of pavilion floors, walkways to/from buildings and pavilions.
- Setup and cleanup for pavilion reservations or special events.
- Painting and cosmetic touch-up in high wear areas.
- Maintains continuity between areas by documenting cleaning actions; noting areas requiring additional care or monitoring.
- Deliver supplies such as paper, cleaning materials.
- Sell firewood to campers in campgrounds.
- Perform daily occupied camp site report for Prentice Park Campground and turn in report to Bretting Community Center staff.
- Pickup and Empty trash in ball field dugouts.
• Contributes to team effort by accomplishing results as needed. Will work closely with Kreher Park Campground Host/Hostess.

• Check for and remove or paint over graffiti, or notify supervisor for significant taggage on any surface or structure.

• Provide directions and answer questions for park visitors.

• Other duties as assigned.

SECTION E
SUPERVISION EXERCISED

• None

SECTION F
OTHER POSITIONS AN EMPLOYEE IN THIS POSITION MAY BE EXPECTED TO SUPERVISE

• None

SECTION G
PHYSICAL REQUIREMENTS IN PERFORMING TASKS LISTED

The physical demands described here are representative of those that must be met in order for an individual to successfully fulfill the essential functions of the position. Reasonable accommodations may be offered to enable an individual with disabilities to perform the essential functions.

The individual in this position is frequently required to stand, walk, talk and hear, and use hand and fingers to manipulate equipment. The employee is often required to climb and balance, stoop, kneel, crouch, or crawl. The employee must often lift and/or move up to 50 pounds. Specific vision abilities required included close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

SECTION H
WORKING CONDITIONS UNDER WHICH TASKS ARE PERFORMED

The work environment characteristics described here are representative of those a Caretaker would encounter while performing the essential functions of his or her job. Reasonable accommodations may be made to enable the individual with disabilities to perform the essential
functions.

- While performing the duties of this job, the employee works both indoors and in outside weather conditions.

- The Caretaker is occasionally exposed to dust, dirt, high noise levels, fumes, cold and wet weather, bees/wasps and other insects.

- Caretaker will have frequent contact with cleaning materials such as disinfectants, detergents, deodorizers.

- Caretaker will have exposure to potential Bloodborne Pathogens in the normal daily cleaning process of public restrooms and other public facilities and equipment, as well as during trash removal and litter pickup.

SECTION I
EQUIPMENT OR MACHINERY USED IN PERFORMING TASKS

Requires use of motor vehicle, telephone, weed eater, and equipment such as gas powered leaf blower, pressure washer. Hand tools such as mops, brooms, rakes, litter pickup tools.

REVIEWED BY: __________________________________________________________ (Date)
City Clerk/Human Resources Manager

APPROVED BY: __________________________________________________________ (Date)
City Administrator
City of Ashland
PARK CARETAKER PROCEDURES
Supplement to Job Description

Check calendar and caretaker notes

Check supplies in truck

Open Bayview

Open Showers at Kreher - check bathrooms

Open Maslowski

Put up flag at Prentice Park - check bathrooms

Check Beaser, Penn and Hodgkins Ball Field Bathrooms during ball season

Replenish consumable supplies as needed

After reservation group has departed, inspect area for return of their deposit

Sweep and mop bathrooms, sweep or blow off sidewalks in front of bathrooms if needed.

Pick up litter and debris at parks

Be available at designated times for camper fire wood sales

Inventory camp sites for registration and occupancy

Close showers at Kreher during mid day and clean

Re-open showers at Kreher for afternoon/evening

**Before dark – lower flag at Prentice Park

10:00PM - Close Maslowski Bathrooms
  Close Showers at Kreher
  Close Bayview Bathrooms

Note any problems on a Work Request for response by the appropriate staff.

Other tasks occasionally involved with include, but are not limited to:

Attend to park patron needs such as information, camping fees, etc.

Prepare pavilions for patrons in accordance with the reservation system

Parks Caretaker Job Description 2012
Attend to beach garbage pick up on city beaches
CITY OF ASHLAND, WISCONSIN
APPLICATION FOR EMPLOYMENT

POSITION APPLYING FOR: ____________________________________________

The City of Ashland, Wisconsin is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, age, sex, sexual orientation, gender, disability or any other characteristic protected by law.

INTRODUCTORY INFORMATION:

Name: ___________________________________________ Date: _______________________

Address: ___________________________________________________________________________________

City: _____________________ State: _______ Zip: __________ Phone: _________________

APPLICANT QUESTIONS: email address: ____________________________________________

Type of work desired: _______________ Salary desired: ___________ Date Available:___________

If hired, can you provide documents required to establish your eligibility to work in the U.S.?  __Yes __No

Are you 16 years of age or older?                                                                                                  __Yes __No

How were you referred to the City of Ashland?______________________________________________________

Have you ever been convicted of, or pled guilty or no contest to, a crime other than a minor traffic violation?  __Yes __No

If yes, please explain in detail on a separate piece of paper and include the date of final disposition of the case and the nature of the offense. This information will not necessarily disqualify you from employment but false or misleading information will. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

EDUCATION:

High School or last grade completed:

Name & Address of School: ____________________________________________________________

Course of Study: ___________________________ Number of years completed: _____________

Degree/Diploma: ___________________________________________________________________

College or Technical School

Name & Address of School: ____________________________________________________________

Course of Study: ___________________________ Number of years completed: _____________

Degree/Diploma: ___________________________________________________________________

Other Schooling or Training

Name & Address of School: ____________________________________________________________

Course of Study: ___________________________ Number of years completed: _____________

Degree/Diploma: ___________________________________________________________________
MILITARY EXPERIENCE:
Branch of Service: __________________________ From: _________ To: _________
Rank/Type of Service: ___________________________________________________________________
Job-Related Training/Experience: ____________________________________________________________________

RECORD OF EMPLOYMENT:
List positions starting with most recent:

Employer: _____________________________ Telephone: _____________________________
Address: _____________________________
Position Title: __________________________ Supervisor: __________________________
Start Date: _________ Date Left: _________ Beginning Salary: _________ Ending Salary: _________
Duties: ____________________________________________________________________________
Reason for Leaving: _____________________________________________________________________

Employer: _____________________________ Telephone: _____________________________
Address: _____________________________
Position Title: __________________________ Supervisor: __________________________
Start Date: _________ Date Left: _________ Beginning Salary: _________ Ending Salary: _________
Duties: ____________________________________________________________________________
Reason for Leaving: _____________________________________________________________________

Employer: _____________________________ Telephone: _____________________________
Address: _____________________________
Position Title: __________________________ Supervisor: __________________________
Start Date: _________ Date Left: _________ Beginning Salary: _________ Ending Salary: _________
Duties: ____________________________________________________________________________
Reason for Leaving: _____________________________________________________________________

Employer: _____________________________ Telephone: _____________________________
Address: _____________________________
Position Title: __________________________ Supervisor: __________________________
Start Date: _________ Date Left: _________ Beginning Salary: _________ Ending Salary: _________
Duties: ____________________________________________________________________________
Reason for Leaving: _____________________________________________________________________
WORK-RELATED REFERENCES: (Do not include relatives)

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Do you have any relatives who currently work for the City of Ashland?  ___yes   ___no

Name of relative, if applicable: ________________________________________________________

STATEMENT (Please read this statement carefully before signing this application):

I understand that employment with the City of Ashland is at-will, meaning that I or the City of Ashland may terminate my employment at any time, or for any reason consistent with applicable union contracts or state and federal law.

I authorize the City of Ashland to conduct a thorough background investigation of my work and personal history, and verify all data given on this application and during interviews. I hereby release the City of Ashland and its representatives or agents, from any liability that might result from such an investigation. I authorize all individuals, schools, and firms named to provide any requested information and release them from all liability for providing the requested information.

I understand that the City of Ashland requires the successful completion of a drug and/or alcohol test as a condition of employment.

I understand this application will be active for a period of 90 days; after that time, if I wish to be considered for employment, I must submit a new application. I certify that all the statements in this completed application are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal to hire.

SS #: ____________________________

Signature of Applicant: ___________________________ Date Signed: ___________