



Charter Township of Waterford

Position Description

Caretaker – Hess-Hathaway Park

Department:	Parks and Recreation
Supervised By:	Parks and Recreation Director or designee
Supervises:	Community Service & Volunteers
FLSA:	Non-exempt
Bargaining Unit:	N/A
Status:	Unpaid Position

General Summary

Under the supervision of the Parks and Recreation Director or designee performs a variety of daily and seasonal maintenance and farming duties for a large municipal park that includes a USDA Licensed Animal Exhibit Farm.

Essential Position Functions

An individual in this position may be called on to do any or all of the following functions. These examples do not include all of the duties which the individual may be expected to perform. To perform this position successfully, an individual must be able to perform each essential function satisfactorily.

1. Performs a variety of routine daily and seasonal maintenance tasks that includes agricultural production duties.
2. Provides assistance as needed to animals at the park. This includes but is not limited to administering prescribed medicine and care for resident animals.
3. Orders supplies and equipment and maintains inventory.
4. Provides assistance as needed to park patrons to promote positive public relations.
5. Inspects, services and repairs equipment and facilities making recommendations as needed; and fabricates special equipment when necessary.
6. Supervises individuals fulfilling community service and volunteer hours.
7. Attends monthly Hess-Hathaway Park Advisory Committee meetings. Must provide a written caretaker report with status updates on projects, park needs, etc.
8. Assists in reviewing and planning farm animal programs and crop program in order to produce the required feed.
9. Enforces safety rules, policies and regulations as established by the Waterford Parks and Recreation Department.
10. Maintains farm system records, records data and evaluates production records.
11. Ability to work a flexible schedule. Must be available for all special events at Hess-Hathaway Park. Must be available in the absence of farm staff for the feeding of and caring for animals and opening/closing park gate and buildings.

12. Regular interactions with a variety of individuals and groups including but not limited to:
 - Maintenance and Farm Staff - in order to plan and implement maintenance of facilities, planning of farm operation and recreation programs on-site and to communicate direction, discuss assignments and to coordinate use of equipment.
 - Veterinary Personnel - in order to ensure proper care of animals.
 - Hess-Hathaway Park 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.
13. Other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential job functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform this position.

1. Must possess a valid Michigan Driver's License and be able to meet Waterford Township's driving standards.
2. Ability to operate a pick-up truck and tractor in a safe manner.
3. Ability to use simple and complex maintenance tools and equipment, including knife, hammer, backpack blower, zero-turn mower, hand truck, chainsaw, etc.
4. Knowledge equivalent to that which normally would be acquired by completing a four-year college degree program in Animal Science, Crop and Soil Science or other agricultural field.
5. Knowledge of farm equipment operations and maintenance.
6. Background, education and/or experience in law enforcement or security preferred.
7. Understanding and ability to use computer technology,
8. Ability to communicate accurately, clearly and concisely verbally and using e-mail or cell phone.
9. Ability to follow established work routines and meet schedules given by the Parks and Recreation Director and Recreation Supervisor.
10. Understand and follow written and verbal instructions, write and print legibly.
11. Ability to learn standard safety practices and all applicable rules, policies and procedures.
12. Ability to operate computers, their operating systems and a variety of related software programs.
13. Successful candidate will be required to pass a detailed background investigation, physical agility test/examination, and drug screening given by a third-party administrator.

Physical Demands of the Work Environment

The physical demands and work environment characteristics described here are representative of those an individual encounters while performing the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the individual works outside in all weather conditions.

This is a moderate to highly demanding physical position, requiring full range of motion and the use of both fine and gross muscles of the body. The incumbent is required to reach overhead, work bent or

stooped, and rotate his/her body to meet the work requirements. The position requires heavy physical exertion and involves lifting and moving equipment. Position requires routine use of power tools and machinery to perform construction and maintenance duties.

The individual is regularly required to lift objects ± 50 pounds and occasionally lifts objects over 100 pounds. The individual must work and walk over various terrain and in all extreme weather conditions. The individual must be able to manually write and work with a computer keyboard. Good vision is required. Good hearing is required. Verbal communication is essential.

Unpaid Position Information

1. Caretaker will be provided a home to live in at Hess-Hathaway Park as a tenant without a monthly rental payment. Caretaker is responsible for monthly payment of all utility bills associated with the home he/she lives in at Hess-Hathaway Park.
2. Security/Damage Deposit: Upon accepting this position, you will be responsible for paying a \$500.00 security/damage deposit to the Waterford Parks and Recreation Department.
3. Caretaker may be employed elsewhere, as long as all functions, duties, and requirements of the caretaker position are being met.
4. Hourly average to perform weekly duties is 20-30 hours, with highs and lows depending on the season.
5. **No pets allowed.**
6. No smoking in any part of the caretaker house.
7. No lease sublets of any kind are permitted.
8. Additional live-in occupants are not permitted in the caretaker house, unless written permission is first obtained from Parks and Recreation Director. Live-in is described as any stay over 2-weeks. Spouse and children of the Caretaker are permitted.
9. Long-term storage of vehicles is not permitted on park property.

Please submit the following to apply:

- Letter of interest detailing your qualifications
- Completed application

Posting date: 9/12/22

Closing date: 9/30/22

Application can be obtained from the Human Resource Department or on the Township's webpage. 5200 Civic Center Drive, Waterford, MI 48329. 248-674-6252 <https://www.waterfordmi.gov/jobs>