

Title: **CARETAKER**

Salary Code: 13  
Effective Date: 01/16/07  
FLSA Designation: Exempt

GENERAL DESCRIPTION

Under the general direction of the Supervisor of Resources oversees the repair and maintenance of the District's McCloud River facilities, grounds, and buildings. Caretaker lives on site and is a single position classification. The ability to communicate effectively is required.

EXAMPLES OF WORK PERFORMED (Illustrative Only)

Ensures that buildings and equipment on site are maintained and in working order and that necessary repairs are made.

Ensures that precautions are taken against conditions that adversely affect buildings and grounds to minimize damage, i.e. accumulated snow, downed trees, freezing or flood conditions.

Performs minor grounds maintenance, including snow removal from entrances and walkways, and maintains and improves the operation of sprinkler systems.

Maintains existing trails and develops new trails as needed and maintains records of the various trail segments worked on.

Maintains fire safety zone around buildings and above chimneys and checks and replaces fire extinguishers in all buildings.

Maintains supply of kindling and firewood at each cabin and builds ready-to-go fire in each fireplace and wood stove before guest arrival.

Ensures that footbridge above Way Station is installed before fishing season and removed after fishing season.

Ensures water supply to Way Station, Clubhouse and Rock House; and water for Pine Flat.

Responds to emergency situations when needed.

Conducts and supervises periodic inventories of materials and equipment.

Assists in the acquisition of materials, equipment, and services for the District by preparing requisitions and, as necessary, securing specifications, cost information, and product availability necessary for the completion of work.

Assists in setting a budget and schedule for repairs and maintenance.

Performs other duties as assigned.

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### CLASSIFICATION REQUIREMENTS

Education and Experience: Any combination of education and experience that has led to the acquisition of the knowledge required by the position. A typical way of acquiring the knowledge would be:

Completion of twelfth grade and one year of experience performing routine buildings and grounds maintenance; or equivalent.

### WORKING CONDITIONS

Heavy lifting up to 100 pounds.

Work in all kinds of weather.

Possess physical characteristics to perform the critical and important duties of the job.

### STANDARD REQUIREMENTS

Possession of a valid California Driver's license/Class C and a driving record acceptable to the District's automobile insurance provider.