



OLD TOWN CARETAKER

DEFINITION

Under general supervision, performs a variety of landscape and facilities maintenance, cleaning and repair in Monrovia's Old Town area using a variety of hand tools and operating a variety of equipment; serves as liaison to merchants and business owners on Old Town maintenance concerns and issues.

SUPERVISION EXERCISED

Supervises subordinate part-time personnel and interns.

EXAMPLES OF DUTIES

Duties may include but are not limited to:

Repair irrigation systems including irrigation valves, sprinklers and electrical lines.

Maintain turf, plants and trees by aerating, seeding, mulching, fertilizing, applying chemicals, trimming and de-thatching.

Maintain and prepare sports fields for use, including maintenance of playground equipment and structures.

Clean and maintain facilities, recreational equipment and buildings; may assist in setting up tables and chairs for activities and events.

Make minor repairs to equipment and perform routine maintenance on equipment.

Interact with, addresses concerns of and responds to downtown merchants' and business peoples' issues; provides follow-up and status reports.

Assist with storm clean up, traffic control and emergency situations.

Perform related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Methods, techniques and equipment used in park, landscape and facilities maintenance and repair.

Basic irrigation maintenance and repair.

Techniques used in providing customer service.

Standard safety practices required in park, landscape and facilities maintenance and repair.

Supplies and equipment used in cleaning and maintaining buildings and facilities.

Record keeping and reporting.

ABILITY AND SKILL TO:

Operate a variety of tools, equipment including power mowers, blowers, sweepers, edgers, hedge trimmers, clippers, chain saws, chippers and sprayers.

Operate office equipment including computers, copying machines and phone systems.

Respond to questions from the public and staff.

Plan and organize work to meet schedules and timelines.

Communicate clearly both orally and in writing.

Perform duties of an emergency worker in the event of a natural or other disaster.

QUALIFICATIONS

Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:

High School graduation and one (1) year park and/or facilities maintenance experience and customer service experience.



LICENSE OR CERTIFICATE

Must possess or have the ability to obtain an appropriate CA DL and a satisfactory driving record; American Red Cross certifications in C.P.R./ First Aid and Automated External Defibrillator (AED) Essentials.

ESSENTIAL JOB FUNCTIONS/A.D.A.

Ability to operate computer, calculator, telephone, portable radio, copying machine and light equipment used in maintenance operations

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations and sort/file documents

Ability to sit, stand and walk for two hours at a time

Ability to lift up to 90 pounds

Ability to get from one location to another in the course of doing business

Ability to work outdoors in all weather conditions including hot with sun exposure, cold and wet

