

Zurich Park Caretaker

Blaine County has an opening for a Zurich Park Caretaker. Applicants may pick up a job description and an Application from the Blaine County Human Resource Office on the 3rd floor of the Blaine County Courthouse or from Job Service, in Havre, MT. The job description and application are also available online at www.blainecounty-mt.gov. All applicants must use a Blaine County Application. Applications must be submitted to the Blaine County Human Resource Office on or before **Friday, May 10, 2024 @ 4:00 p.m.**

Blaine County is an Equal Opportunity Employer.

BLAINE COUNTY

POSITION DESCRIPTION

POSITION: Zurich Park Caretaker

ACCOUNTABLE TO: Blaine County Commissioners

DATED: April 23, 2024

SUMMARY OF WORK:

As a Zurich Park Caretaker, you will be responsible for the maintenance, cleanliness, and overall upkeep of the park grounds to ensure a safe and enjoyable environment for visitors. Your role involves performing a variety of tasks related to landscaping, sanitation, and general maintenance to preserve the park. Additionally, the caretaker will reside at the home that is provided by the County at Zurich Park. The house and utilities will be provided by the county except for long-distance calls. The Caretaker is responsible for upkeep of the Caretakers' house and customer service. The Caretaker will have use of all other outbuildings. The Caretaker will be responsible for having the community hall open when it is rented and having a fire prepared when needed. Salary will be negotiable depending on experience. Retirement and health insurance for the employee is provided.

RESPONIBILITIES:

Grounds Maintenance

- Perform regular inspections of the park grounds to identify areas in need of attention such as litter, debris, or damage to infrastructure.
- Mow lawns, trim hedges, and prune trees to maintain the aesthetic appeal of the park.
- Plant and cultivate flowers, shrubs, and other vegetation to enhance the beauty of the landscape.

Sanitation

- Empty trash receptacles and disposal of waste in designated areas.
- Clean restrooms, picnic areas, community hall and other facilities to ensure cleanliness and hygiene standards are met.
- Monitor and address any issues related to invasive species removal, pest control or sanitation hazards.

Infrastructure Maintenance

- Inspect and repair benches, playground equipment, fences, and signage as needed.
- Perform minor repairs to roads, trails, pathways, RV sites and other park amenities.

- Report any major maintenance or safety concerns to the County Commissioners.

Visitor Assistance

- Provide assistance and information to visitors regarding Zurich Park facilities, rules, and regulations.
- Address visitor concerns or complaints in a professional and courteous manner.
- Enforce park rules to ensure the safety and enjoyment of all visitors.

Qualifications

- Previous experience in landscaping, groundskeeping, or related field preferred.
- Knowledge of basic maintenance techniques and equipment operation.
- Physical ability to perform outdoor work in various weather conditions.
- Strong attention to detail and commitment to quality workmanship.
- Excellent communication and interpersonal skills.
- Ability to work independently as well as part of a team.

Working Conditions

- The position involves outdoor work in varying weather conditions.
- May require lifting, bending, and prolonged periods of standing or walking.
- Flexible work hours, including weekends and holidays, are required.

If you are passionate about preserving Zurich Park and providing an exceptional experience for Zurich Park visitors and recreationalists, we invite you to apply for the position of Zurich Park Caretaker. Become an integral part of Blaine County dedicated to maintaining and enhancing the beauty of our county park.

**Zurich Park Caretaker
Position Fact Sheet**

Salary:	\$948.00 per month; \$11,376.00 annually
Health Insurance:	County contributes \$1,300.00 towards insurance. Employees have the option to add family members at employee's expense.
Dental Insurance:	Available at employee's expense
Vision Insurance:	Available at employee's expense
Retirement:	Public Employee Retirement System (PERS) 7.9% Contribution of Employee Wages 9.07% Contribution by County
Probationary Period:	Twelve (12) Months