



Job Title: **Fairgrounds Caretaker**
Reports To: **Maintenance Superintendent**
FLSA Status: Salary, exempt
Approved/Revised: _____, 2024

Job Summary

The Fairgrounds Caretaker is an employee of Alpena County and will be expected to provide all skill, labor and attention necessary to operate the Fairgrounds in an efficient manner including but not limited to the essential functions below.

ESSENTIAL FUNCTIONS:

1. Register incoming campers and take reservations by telephone, email and/or in person. Excellent customer service is expected at all times. Greet and assist visitors, answer questions, and explain regulations. Copies of rules and regulations are on the back of the receipt.
2. Maintain grass when above 3" including trimming and weeding at the residence and at other areas only as requested by the Maintenance Superintendent. Use of the equipment must be coordinated with the Maintenance Superintendent. Grass must be mowed on camping sites between rentals when above 3". If a site is vacated, the mowing, trimming and clean up must be done before the next camper.
3. Keep the grounds clean and orderly. All trash and debris in common areas, roads, and restrooms should be picked up and put in a proper receptacle as necessary.
4. Fire rings must be cleaned and maintained on a regular basis and should be done immediately when a site is vacated and before the next camper arrives. All ashes and waste from the fire ring cleaning should be handled in a safe fashion to prevent unwanted fires.
5. Boat docks must be cleaned and maintained on a regular basis.
6. Bathrooms must be kept clean and stocked in a sanitary fashion at least twice daily during peak season.
7. Fairgrounds Caretaker will be expected to perform Spring and Fall clean up including but not limited to raking and removal of leaves and twigs, storing picnic tables and fire rings in the Fall and returning them to campsites as appropriate in the Spring coordinated through the Maintenance Superintendent.
8. Inspect the Playground equipment on a monthly basis for safety issues.
9. All picnic tables will be inspected for safety, rotten boards and needed repairs as needed.
10. All monies collected for camping fees, shower fees, dump station fees, and rental and storage fees will be collected according to the fee schedule set by the Commissioner and safeguarded by the Fairgrounds Caretaker until it is deposited with the Alpena County Treasurer on a weekly basis.
11. Responsible for maintaining accurate records for all reservations, camping fees

and all rental and storage.

12. Remove snow from residence driveway. Maintenance is responsible for removing snow throughout the park. Caretaker may remove snow from the main gates to the residence in the event that the caretaker needs to leave the residence and the snow has not been removed yet.
13. Responsible for supervising the Camp Hosts in performing the duties assigned to them. The Camp Hosts are intended to assist the Fairgrounds Caretaker with their duties. They are not intended to assume the duties of the Fairgrounds Caretaker. The Camp Host should set an example of being a model camper by practicing good housekeeping at all times in and around their assigned site and be observing all rules and regulations. (remove if we don't intend on having hosts)
14. Maintain the Fairgrounds Caretaker's residence in a clean and neat condition at all times. The residence is open to inspection by the Maintenance Superintendent upon request.
15. The Fairgrounds Caretaker understands and agrees that time spent sleeping, eating, and relaxing at the residence is not considered working time for the County. The Fairgrounds Caretaker is expected to be available to work and serve the campground customers as needed.
16. The Fairgrounds Caretaker may be requested to perform additional duties as required by the Maintenance Superintendent.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted, or modified at any time.

Employment Qualifications:

Education:

High school diploma or general education degree (GED); with three or more years related experience and/or industrial/vocational training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Must have strong communication skills, with ability to compose correspondence, meeting minutes, and other departmental materials. Strong verbal communication is essential to the position.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts for daily balancing of the petty cash account and the cash drawer. Ability to calculate customer billing costs as required.

REASONING ABILITY:

Ability to work within established guidelines with little direct supervision; ability to perform a variety of tasks at the same time; and ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid Michigan State Driver's license at the time of appointment or the ability to

obtain one within thirty (30) days and a driving record acceptable to the County policy.

OTHER SKILLS and ABILITIES:

Strong telephone skills are required. Ability to accurately type a minimum of 50 WPM. Ability to use personal computer including experience in MS Office including Word, Excel, Outlook, copy machine, and calculator.

Testing: Must pass County provided physical and drug test as well as a background investigation.

Other Requirements:

1. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. Ability to recognize and effectively report on operational conditions and problems.
3. Knowledge of standard methods, materials, tools, equipment, safety, and techniques used in facility, grounds, and park maintenance.
4. Knowledge of procedures, requirements, regulations, and policies.
5. Skill in operation of computer based monitoring and diagnostic equipment.
6. Ability to maintain effective working relationships with county employees and the general public.
7. Ability to perform tasks with no supervision.
8. Must present neat and orderly appearance in conformance with County policy.
9. Must be available to work weekends and holidays.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodation will be made for otherwise qualified applicants unable to fulfill one or more these requirements.*

Employee Acknowledgement:

I understand that the Alpena County Personnel Policy Handbook is available on the Employee Navigator and that it is my responsibility to review the Handbook periodically for changes or revisions.

Employee Signature: _____ Date _____

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Reviewed & Approved by Department Head:

_____ Date: _____

Reviewed & Approved by County Administrator or Elected Official:

_____ Date: _____