

Oregon Country Fair Caretaker Job Description

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| Job Title: | Caretaker | Date created: | 11/20/2019 |
| Reports To: | Site and Facilities Manager (SFM) | Last date modified: | November 20, 2019 |
| Salary Range: | \$26,000 - \$32,000 \$26,000- \$28,000 to start | FLSA Classification: | Salaried exempt |
| Other Compensation: | Housing and utilities | Position Type: | Regular |
| Position The Caretaker (CT) is the full-time, year-round employee and resident on the Oregon Country Fair's (OCF) conference ground and education center property in rural Veneta, Oregon. The OCF is a 501(c)(3) non-profit corporation. | | OCF Employee Job Description Documents: OCF employee positions and job descriptions represent a framework or matrix of roles and responsibilities within the complex and multi-faceted culture of the organization. The ability to delegate to applicable employees and volunteers ensures that essential functions are fulfilled. | |

MISSION *The Oregon Country Fair creates events and experiences that nourish the spirit, explore living artfully and authentically on Earth and transform culture in magical, joyous and healthy ways.*

CARETAKER POSITION The CT is hired by, and is a direct report to the SFM who has the authority to modify the CT's job description and assign other duties as needed. The CT's primary responsibility is to ensure the security of the Fair site, infrastructure and related equipment as well as inventory, upkeep and maintenance of OCF structures, vehicles, equipment and other property.

The CT is required to live in a two-bedroom, one bath residence provided by OCF at least five of seven days, evenings, and nights per week. Utilities are provided.

While the CT may use his/her own initiative to identify work to be done, the SFM must pre-authorize and prioritize all projects. The CT and SFM will have regularly scheduled meetings as determined by the SFM. The CT shall notify the SFM and the ED of any emergency situation immediately.

The CT is supervised and evaluated annually by the SFM. The CT's employment may be terminated by the SFM.

SITE SECURITY

- Provide security for the property including land, structures, and equipment. Site presence and security are especially important after school, during school vacations, during Main Camp when Quartermaster, Construction, etc. are onsite, and in the immediate post-Fair period when crews such as Kitchen, Decon, and Recycling are still onsite.
- Perform regular walk-through inspections in the event area at least every third day and a vehicle "perimeter run" at least every third day, or as directed by the SFM, and report anything abnormal to the SFM.
- Work with state and local law enforcement agencies, fire departments, and OCF Security as necessary.

- Provide access for OCF personnel and visitors throughout the year.
- Work with the SFM to maintain and improve the OCF's system of security, gates, chains, and locks.
- Work with the SFM to ensure that lock combinations are changed periodically as well as annually, and maintain current lock lists to be distributed among authorized OCF personnel.
- Use OCF-provided camera or personal camera for official site management business and to document any security issues including vandalism on OCF property.

SITE CLEANUP

- Help supervise cleanup operations.
- Under SFM supervision, facilitate the interpretation and compliance of OCF cleanup guidelines.
- Remove floatable debris, loose dimensional lumber, and other abandoned material from the floodplain after the August 31st deadline in OCF Guidelines.
- With SFM approval, remove illegal or unsafe structures.

SITE FACILITIES

- Maintain OCF's storage and shop facilities, equipment, supplies, fixed assets, and their surrounding areas in a clean and orderly fashion.
- Develop efficient methods of storage and retrieval for the temporary elements of OCF's infrastructure and equipment. For example: direct placement of various materials during the put-away phases to effect logical retrieval the following season. Assure that the more valuable OCF possessions are placed in dry and/or secured locations.
- Maintain, organize, and repair OCF tools, equipment, and hardware during the off season. The CT must consult with the SFM before initiating any major repairs.

SITE ACTIVITIES

- Facilitate coordinators and volunteers in locating essential supplies and in performing necessary repairs or operations.
- Under the SFM's direction, carry out or facilitate a variety of projects and/or seasonal chores. These include but are not limited to repairs to permanent buildings, clearing leaves from roofs and gutters, erosion control, planting, mowing, irrigation, road maintenance, custodial duties, and general cleanup.

OTHER DUTIES

- Proactively create safe working conditions and intervene to prevent hazardous situations.
- Perform occasional maintenance tasks at the OCF's in-town office.
- As directed by the SFM, the CT will attend meetings such as Board of Directors meetings, staff meetings, LUMP Committee, etc.
- Assist in a variety of capacities during other special events such as Culture Jam, Spring Fling, and the Teddy Bear Picnic.
- Once a week submit a daily log to the SFM that documents tasks performed.
- The CT will adhere to, and help ensure others adhere to, OCF Guidelines and Code of Conduct, reporting violations to the SFM.
- Attend Human Intervention Training annually.

QUALIFICATIONS

EDUCATION & TRAINING

- High School diploma or its equivalent.

ESSENTIAL SKILLS, KNOWLEDGE, AND ABILITIES

- Exercise good judgment while carrying out duties.
- Supervise, positively motivate, and direct volunteers.
- Interact with volunteers, visitors, trespassers, and fire and law enforcement officers in a tactful, effective, and efficient manner.
- Defuse tense situations and carry out security and other duties in a nonviolent manner, using a high level of communication and conflict resolution skills.
- Strong oral and written communication skills, including the use of technology.
- Ability to respond quickly and effectively in an emergency.
- Maintain and safely operate vehicles, lawn mowers, generators, blowers, chain saws, and similar equipment when required. The CT may also be called upon to be a primary operator of a truck, tractor, or other type of heavy equipment to assist with deliveries and/or other essential operations.
- Possess adequate mechanical skills to implement the SFM's vehicle and equipment maintenance program, including minor vehicle repair, machine maintenance, and troubleshooting.
- Possess general construction and facilities maintenance skills including plumbing, electrical, framing, finish work etc.
- Must be physically capable of performing essential duties required after reasonable accommodation for any disabilities.
- Obtain (within 60 days of hire) and maintain basic first aid, AED, and CPR certifications.

OTHER ATTRIBUTES

- Demonstrated skills in leadership and problem solving.
- An ability to motivate individuals and teams to work together and to offer inspiration and ideals to our membership.
- Self-starter who can work independently on concurrent projects and meet deadlines.
- Consistency in matters of accuracy and attention to detail.
- Awareness of environmental concerns and issues and stewardship of the land

OTHER REQUIREMENTS

- A valid Oregon driver's license within three months of employment.
- Available to work most weekends throughout the year.
- Moderate computer skills or willingness to learn.
- On-site working conditions require the ability to climb, step over objects, and maneuver through loose, wet, or uneven surfaces similar to those of a construction site. The ability to lift and carry (70) pounds, open and close gates, warehouse doors, operate equipment such as tractors, trucks, and lawn mowers, and to walk, stand, and sit for long periods of time is essential. Event working conditions will require the use of communications equipment; including two-way radios and other communication equipment (examples include landline telephones, intercoms, pagers, and cell phones).
- Desire to work on personal cultural competency and diversity, equity, and inclusion as it relates to OCF.

- Pass a criminal background check prior to hire.

Equal Opportunity Employment

Oregon Country Fair is committed to equal employment opportunity. We make employment decisions based on merit and business needs, not on race, color, national origin, sex, age, religion, sexual orientation, veteran status or any other characteristic protected by law. This applies to all policies, practices, terms and conditions of employment including recruitment and hiring, compensation, benefits, and termination. In addition, we foster a non-discriminatory environment for qualified individuals with disabilities, provided accommodation is not an undue hardship.