



General Information

Thank you for your interest in the Park Caretakers position. Brownsville is the third oldest city in Oregon and is a very nice, friendly and family oriented community. Pioneer Park is a 26 acre public facility located along the banks of the Calapooia River in the middle of town. We do not have improved camp sites except for the Park Caretakers RV area, but we do allow tent and/or RV overnight dry camping. All camping is on a first come, first served basis. There is also a nice Kitchen/Pavilion/Dance Hall building that we take reservations for and it is used by large and small groups alike. There are a variety of community events, family reunions, company picnics, birthday and graduation parties as well as an occasional wedding. The facilities are so popular that the City has a lottery system every January for reservations. The park facilities are usually booked Friday, Saturday and Sunday from June through September.

We are looking for a couple to be employed from May 22nd through September 12th to serve as Park Caretakers for the 2017 season. The work load fluctuates throughout the summer. The City provides 30 hours of compensation for each person per week. The rate per hour is \$10.00 for a total of sixteen (16) weeks more or less. As mentioned in the Description of Duties on the second page, the City provides for the parking of one RV and two motor vehicles with sewer, water and electricity provided free of charge.

Should you have any additional questions or concerns, please contact City Hall at 541.466.5880 or e-mail at admin@ci.brownsville.or.us.

Cordially,

A handwritten signature in black ink, appearing to be "Sm".

S. Scott McDowell
City Administrator

A handwritten signature in blue ink, appearing to be "KF" followed by a stylized "O".

Karl Frink
Public Works Superintendent

Park Caretakers

Description of Duties

An area will be made available in Pioneer Park for parking of one RV and two motor vehicles with sewer, water and electricity provided free of charge by the City. Training and orientation will be provided by the Public Works Superintendent. The Caretakers are under the direct supervision of the Public Works Superintendent. The Caretakers will be responsible for their own scheduling other than the daily activities that require specific attention. Caretakers are required to be available in the park Thursday through Monday. Reasonable request for time off would be granted through the Public Works Superintendent. The Caretakers duties are as follows:

- Mowing, Grounds and Building Maintenance – Including garbage and litter collection and removal.
- Clean & Maintain Restrooms Daily – coordinate supplies request with Public Works Department.
- Check all facilities for cleanliness and damage for deposit refunds – advise City Hall for the release of funds.
- Ensure all facilities are ready to use at all times – Check appliances & propane levels.
- Greet park guests and instruct them on proper use of equipment.
- Collect camping fees and issue receipts – All money to be returned to City Hall each Monday.
- Assist campers to appropriate camping areas.

These items are listed as examples and should not be construed as all inclusive.