

**Position Vacancy**  
**Kellogg-Eddy Historic Home Caretaker**

The Newington Facilities Department is seeking an individual/couple for the position of Caretaker at the Town's Kellogg-Eddy historic home located at 679 Willard Avenue. Selected applicant must live on-site at caretaker's house. House will be offered at reduced rent to compensate for duties. Selected individual will perform semi-skilled and general labor within the Kellogg-Eddy House and on the immediate grounds. This position also will provide a variety of services to groups using the public facilities under the direction of the Newington Historic Society.

Interested applicants must complete a Town of Newington employment application and include resume with letter of interest and three references by October 21, 2016 to:

Town Manager's Office  
Town of Newington  
131 Cedar Street  
Newington, CT 06111

For more information contact Dave Langdon, Director of Facilities Management at 860-665-8579 or 860-250-0568.

The Town Employment application form can be downloaded from the Town of Newington's website at [www.newingtonct.gov](http://www.newingtonct.gov).

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## TOWN OF NEWINGTON

**TITLE:** Historic Home Caretaker  
**DEPARTMENT:** Facilities Department

**DATE:** 4/30/10

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### **POSITION SUMMARY:**

Works under the direct supervision of the Facilities Director and the general supervision of assigned staff. Cooperates with the Parks and Grounds Department scheduling outdoor maintenance as season dictates. Performs semi-skilled and general labor on grounds and facilities owned by the Town of Newington; maintains facility security, and provides a variety of services to groups using the public facilities; performs related work as required.

### **ESSENTIAL JOB FUNCTIONS:**

- Monitors utilities, makes minor adjustments for heating, cooling, plumbing & electrical.
- Maintains security and safety of facility through surveillance, proper lock-up & use of security system and responds to unauthorized access.
- Performs housecleaning including kitchen, restrooms, and all public rooms.
- Performs light grounds maintenance such as trash pickup, snow removal (sidewalks only), and seasonal duties as required.
- Provides service to meetings & events scheduled by the Parks & Grounds Department and the Historical Society consisting of opening & closing, set-up & clean-up of public areas of the home.

### **REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:**

- A general knowledge of the tools, equipment, materials, methods, and practices used in the general maintenance and improvement of buildings and grounds.
- Ability to safely and efficiently operate, service, and make minor repairs on heating, cooling, electrical, and plumbing equipment.
- Working knowledge of OSHA regulations, safety practices and general risk management.
- Ability to work without immediate or direct supervision.
- Meets and/or exceeds customer expectations with an unparalleled commitment to excellent customer service and positively promoting and enhancing the services and programs offered by the Town.
- Ability to use computer applications and software, including electronic spreadsheets, for budgeting, planning and forecasting.

### **REQUIRED MINIMUM QUALIFICATIONS:**

- High School Degree.
- Two or more years of recent experience in property and/or landscape maintenance, or an equivalent combination of experience and training providing the required knowledge and skills.
- Valid CT Motor Vehicle Operator's License or ability to obtain one.

### **DESCRIPTION OF DUTIES:**

- Patrol property, check for damages, break-ins, or needed repairs. Report findings to Facilities Director in a timely fashion.
- Assist Facility Maintenance with snow removal on walkways and steps.
- Open building for rental use. Inspect for cleanliness & damages after rental. Clean as needed in preparation of next facility use. Stock paper supplies as needed. Secure building. Notify Parks and Recreation office of status of security deposit.
- Must appropriately inform the public of Town Ordinances and Park Rules.
- Must report unauthorized actions by the public to the Newington Police and the Facilities Director.
- Trash containers & litter must be picked up daily and more often as needed.
- Coordinate building repairs, paper supply orders and utility usage as needed with the Facilities Director or his designee.

**REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:**

- Sufficient stamina and strength to be exposed to the discomforts of working out of doors year round; must be able to work with and around various flowers, trees, and foliage, must be able to withstand dust, pollen, and minor insect annoyances.
- Ability to push/pull/lift objects weighing 50 pounds or less. Must be mobile and able to sit, stand, and walk for extended periods of time. Must be able to climb stairs and able to perform minor maintenance work.
- Able to see objects far away as in driving and closely as in reading a report. Able to hear normal sounds with some background noise and to communicate through human speech. Able to smell. Able to concentrate on fine details with some interruption. Able to read and understand warning decals and labels. Be able to attend to task/function for more than 60 minutes at a time.
- Must be able to perform the essential functions of the job with or without reasonable accommodation.
- A physical and medical exam may be required. Drug screening may be conducted.

***This job description is illustrative of tasks and responsibilities and not meant to be all-inclusive of every task or responsibility.***