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Scarborough Properties**Job Description**

Job Title: Nautical Park Caretaker 1. (Part time seasonal hours)**Reports to:** Park Caretaker Manager

Summary

In cooperation with the terms of our contract we will supervise the operations, and provide repairs and maintenance support of all Park Facilities including but not limited to the marina docks, rental buildings, aquarium, and landscaping. All tasks and goals will coordinate with the Atlantic City Historical Waterfront Foundation (ACHWF) Director of Operations.

Job Responsibilities

- Work with the principles of Scarborough Properties, and the ACHWF to plan, and execute the Essential Job Functions.
- Treat associates of Scarborough Properties, ACHWF, their customers, and vendors better than they expect.
- Do not enter a contract, agreement or commitment on behalf of the company, nor order any goods and services on behalf of the company, unless given permission to do so.
- Responsible for updating, and implementing a daily check list. Communicate with Facility Manager to develop a weekly, and monthly check list. The expectation is that there is a high attention placed on customer 's First Impressions.
- Participate in Park opening, and closing duties.
- Achieve excellent customer service. Resolve customer concerns, and complaints in a timely and gracious manner.
- One on One with Facility Manager to occur every two weeks to ensure communication between direct reports.

Essential Job Functions

- Collaborate with the ACHWF Director of Operations daily for a list of tasks that must be completed.
- Recommend Park operational efficiencies, and enhancements.
- Dock Control, and Parking Lot Control achieved by practicing vigilance while completing daily objectives. Higher level of Control will be needed during events.
- Administrative support, and inventory control with relation to the purchase of materials for the Park.
- Perform basic routine maintenance of ACHWF equipment. Properly record date, extent of service and general condition of equipment in maintenance log.
- Coordinate with ACHWF for preferred vendors to supply, or furnish materials, equipment, and supplies for the Park.

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- **Touch Tank:** We haul the Aquarium Touch Tank to events. The candidate is responsible for the safe transportation of the employees to and from the event and helps take down the trailer upon return to the Aquarium. Must be able to drive a pick-up truck while hauling a large trailer.
- **Trades Skills** our responsibility is to maintain the facility. It is essential that the applicant have experience in light construction, painting, landscaping, and is comfortable working around boats in a marina. Due to the nature of the Park a plumbing background is a Plus.
- **Snow Removal, and Storm Preparation.**
- **Ensure work areas, and the shop are kept neat clean, and organized. Free of tripping and environmental hazards. Maintain a three-foot emergency egress route inside of shop to evacuate in case of fire.**

Expectations of employment

- Associate Relations Communication
- Communication
- Job Knowledge. Plumbing background is a plus.
- Planning / Organization
- Dependability
- Team Work
- Safety
- Decision Making Initiative
- Action Oriented
- Ethics / Integrity
- Drivers licenses and transportation

Work Environment

While performing the duties of this role this associate:

- Is regularly exposed to outdoor weather conditions.
- Is frequently exposed to work near moving mechanical parts.
- May work near or around toxic or caustic chemicals while wearing proper personal protection.
- Is occasionally exposed to risk of electrical shock (wet environment).
- Ability to lift forty pounds.