

## VALLEY CENTER PARKS & RECREATION DISTRICT

**TITLE:** RESIDENT CARETAKER  
**LOCATION:** VALLEY CENTER ADAMS PARK  
**SALARY:** RENT FREE USE AND OCCUPANCY OF ON-SITE ONE (1) BEDROOM RESIDENCE  
**CLOSING DATE:** 3:00pm JULY 30, 2019

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### **BACKGROUND:**

The Valley Center Parks & Recreation District (hereinafter referred to as "District") is seeking an Independent Contractor(s) to fill the Resident Caretaker position. The Resident Caretaker responsibilities may be filled by an individual or shared by a couple meeting specific requirements. In exchange for an estimated 25-35 hours of site specific work each week, the District will compensate the Resident Caretaker(s) by permitting rent-free use and occupancy of an unfurnished one-bedroom/one-bathroom manufactured home, electrical and water utilities paid only, located on the park property.

The appraised value of lodging (\$1,200/month) provided by the District will be reported annually to the Internal Revenue Service (IRS) on Form 1099-MISC.

### **SCOPE OF SERVICES:**

The Resident Caretaker(s) will be responsible to perform the following:

**Grounds Maintenance:** Mowing, weeding, raking, sweeping, trimming, fertilizing, planting, basic irrigation, erosion control and trash collection as necessary (at least weekly, but also as needed).

**Building Maintenance:** Daily restroom cleaning and replenishment of supply stock, semi-skilled maintenance and repair of facilities and equipment; routine maintenance of Caretaker Residence, and maintenance of surrounding grounds in good condition.

**Visitor Services:** Greet Park Visitors, Facility Opening and Closing

**Security and Patrol:** Patrol, Surveillance, and Condition Report of District Property within Designated Park Boundaries, Contact appropriate District personnel and/or County Sheriff.

### **QUALIFICATIONS:**

Knowledge of:

- Basic methods of tools, materials and equipment used in landscape maintenance, building maintenance and light to moderate construction work.
- Safe work practices.

Ability to:

- Properly and safely use hand and light power tools required in general grounds and maintenance work
- Perform manual labor
- Understand and carry out oral and written directions in English
- Establish and maintain cooperative relationships with those contacted in the course of work
- Communicate clearly; both orally and in writing
- Work independently and responsively to facility needs

#### **EXPERIENCE AND EDUCATION:**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities is qualifying.

#### **PHYSICAL REQUIREMENTS/WORKING CONDITIONS:**

Resident Caretaker(s) must possess sufficient strength and stamina to lift, carry and manipulate objects weighing up to 50 pounds and to perform sustained physical labor. Resident Caretaker(s) must be willing to work outdoors in all weather conditions. The 6 acre park includes steep slopes, trails, landscaped and native plant communities, and numerous buildings and structures including a Pool and Tennis Courts.

#### **SPECIAL REQUIREMENTS/CONDITIONS OF USE:**

- Resident Caretaker(s) must be available to work an estimated 25-35 hours per week, including Saturday and Sunday mornings, special events, and at other scheduled times to be arranged.
- Resident Caretaker(s) must possess a valid California driver's license, submit an evidence of driving record when requested and be a legal citizen of the United States.
- Personal vehicles parked on site by the Resident Caretaker(s) must be currently registered, insured, and able to be moved from the site in an emergency situation.
- Any structural (interior or exterior) or landscaping additions/changes to the residence or grounds of any kind must be approved in advance by the General Manager of Valley Center Parks & Recreation District.
- Resident Caretaker(s) may include the Independent Contractor's spouse, or significant other. The spouse or significant other will not be entitled to receive any compensation whatsoever that is separate or apart from that specified for the Resident Caretaker.
- At the conclusion of the applicable contract term or on early termination, the Resident Caretaker will not be entitled to any relocation benefits and must remove, at the Resident Caretaker's own expense, all personal property and vacate the Residence and Property by the termination date. There shall not be any "holdover" arrangements or status granted.
- The Resident Caretaker(s) is/are not (an) employee(s) of the Valley Center Parks and Recreation District; rather he/she is an Independent Contractor and is/are responsible for his/her/their own benefits, including insurance and all tax consequences related to this position.
- All pets must be disclosed and approved by the General Manager.
- All overnight guests visiting the Resident Caretaker must be registered in advance with the General Manager of the Valley Center Parks & Recreation District. Overnight guests are limited to a maximum of 14 days total, per calendar year.

- The Park's Conditional Use Permit (CUP) requires that designated quiet hours must be observed. Quiet hours are 8:00 p.m. to 7:30 a.m. Sunday through Thursday, and 10:00 p.m. to 7:30 a.m. on Friday and Saturday.

### **APPEARANCE AND GROOMING:**

The Park is part of the Valley Center Parks & Recreation District public park system and the Resident Caretaker(s) need(s) to be clearly identifiable to the public. Therefore, the following dress code policy applies to the Resident Caretaker(s):

- Resident Caretaker(s) must be well groomed with a high standard of attire that is clean, neat and professional in appearance at all times.
- Resident Caretaker(s) must wear nametags (provided by the District) while performing facility or program responsibilities.

### **QUALIFICATIONS: SERVICE CONTRACT:**

The District and Resident Caretaker(s) will enter into a contract for one (1) year with a six (6) month probation period. Two (2) one (1) year extensions are available at the sole discretion of the District General Manager or designee. Contract extensions are neither automatic nor guaranteed. The Resident Caretaker(s) will be notified of the District's decision regarding contract extensions and renewals at least 45 days prior to the anniversary date.

In the event that the District and Resident Caretaker(s) extends the contract term, by annual renewals, to the full three years, at the end of 30 months (2 ½ years in the maximum term of the agreement) the Resident Caretaker(s) will be required to submit a new proposal to be considered in the future Request for Proposal (RFP) process.

Additional terms and conditions will include, but are not limited to, the above Special Requirements/Conditions of Use and Appearance and Grooming Standards.

### **BACKGROUND INVESTIGATION AND SCREENINGS:**

A background check will be required and performed by the County Sheriff or Valley Center-Pauma Unified School District at the VC Parks and Recreation District's expense. The background check is a compilation of public records including the criminal history information and fingerprinting. Applicants must give their permission with a signed consent and release of liability form prior to a background check. A Tuberculosis (TB) test will also be required prior to the assignment. Any applicant not completing or who is unwilling to submit to a background check and TB test when requested by the Parks District will not be considered for the position.

### **How to Apply: POSITION PROCUREMENT PROCEDURE:**

Interested individual(s) must prepare and submit a written response to this Request for Statement of Qualifications based upon the information listed in the Scope of Service and Qualifications sections. A selection committee will consider all proposals and select one to five semi-finalists. These semi-finalists will be invited to interview and make a presentation to the committee prior to final selection. The Valley Center Parks & Recreation District reserves the right to solicit additional statements and select or decline any number of submissions.

Please include the following information in your Statement of Qualifications:

1. A letter of interest (two pages maximum) that explains why the Resident Caretaker(s) is professionally qualified and able to provide the services outlined in the Scope of Work and Qualifications above.
2. Additional information on the Independent Contractor(s) experience in providing comparable services as outlined in the Scope of Work and Qualifications sections.
3. Names and phone numbers of three professional references.

**SELECTION CRITERIA:**

The following criteria will be used to evaluate proposals:

- Experience with general grounds maintenance duties
- Experience with basic building maintenance duties
- Ability to provide basic visitor services and interaction with the public
- Experience with providing outstanding customer service
- Ability to provide “eyes and ears” security and patrol

**SUCCESSFUL APPLICANT:**

Chosen applicant will be required to sign, in addition to other documents, an Independent Contractor Professional Services Agreement with the Valley Center Parks & Recreation District.

**TIMELINE**

Deadline for Application/Statement of Qualifications submittal:

June 30, 2019

Send Responses to:

General Manager Darcy LaHaye  
Valley Center Parks & Recreation District  
PO Box 141  
Valley Center, CA 92082

For questions regarding this Request for Qualifications for Resident Caretaker(s) please contact District Secretary or General Manager, Valley Center Parks & Recreation District, (760) 749-8852.