

Charter Doyle Park Live-in Caretaker

The City of Knoxville Parks and Recreation Department is accepting applications for a live-in caretaker at Charter E. Doyle Park, located at 5100 Martin Mill Pike, Knoxville, TN. 37920.

Individual selected will be under contract with the City of Knoxville. The contract shall be for a three-year term with two (2) optional 1-year renewals upon the same terms and conditions then in effect and based on mutual agreement of the City and the Contractor.

Caretaker performs a variety of manual and semi-skilled tasks in the repair and maintenance of park grounds, buildings, equipment and other structures therein, including janitorial and custodial tasks; provide information and detect violations of pertinent ordinances, laws, rules and regulations governing public use thereof; and performs other duties as required. Compensation will be in the form of a smoke-free, one bedroom- unfurnished on-site living quarters, including water, sewer and electricity. Additionally, the caretaker will have the opportunity to work part-time at other City Parks/Facilities and earn an hourly wage under the direction of the Maintenance Coordinator performing supervised maintenance work and litter cleanup (as needed basis).

Contractor shall, at its sole expense, obtain and maintain Commercial General and Umbrella Liability Insurance with a limit of not less than \$500,000.00, Automobile Liability Insurance, and Personal Property Insurance as required by the City of Knoxville.

Interested individuals must submit a list of references with addresses and phone numbers when returning application. Applications may be submitted electronically or sent to: City of Knoxville, Office of Purchasing Agent, City/County Building, Room 667, 400 Main Street, Knoxville, Tennessee 37902. **The deadline for submitting applications is 11:00:00 a.m., (Eastern Time) on July 1, 2019. Late submissions will not be considered.**

Contractor shall provide all labor, materials, machinery, fuel, equipment, tools, and services required to perform the following at the Park:

- a) Clean picnic shelter daily and/or after each use
- b) Mowing the grounds around the caretaker's residence, removing weeds in and around the playground equipment, tennis courts, and the Doyle family cemetery
- c) Opening the Park gate in the morning and closing/securing the Park gate at night
- d) Picking up litter daily in all areas of the Park
- e) Clean, sweep, mop restrooms, and install City-provided paper towels, toilet tissue, and soap.
- f) Picking up doggie bags and maintaining the dog park.
- g) Immediately report to 311, Parks & Recreation, and KPD any park user violations, maintenance issues, or any emergency situations.

- h) Contractor to provide and maintain a working email address and cell phone number at his/her expense.
- i) Communicate with City of Knoxville personnel and janitorial contractor on a weekly basis.
- j) Maintain a working knowledge of City of Knoxville Municipal Code
- k) Maintain working log for required duties and turn into Parks & Recreation weekly.
- l) Parking is limited to one vehicle and one guest maximum
- m) Other duties as assigned by the Director of Parks & Recreation
- n) Adhere to rules and expectations outline in the Caretaker Code of Conduct

Qualifications:

- Minimum of five years of experience in general outdoor maintenance
- High School Diploma or GED
- Ability to frequently lift up to 50 pounds and occasionally lift up to 100 pounds
- Must pass City of Knoxville Drug Testing and Background check

Submission Procedures:

Applications may be submitted electronically or sent to: City of Knoxville, Office of Purchasing Agent, City/County Building, Room 667, 400 Main Street, Knoxville, Tennessee 37902. **Each mailing envelope containing an application must be sealed and plainly marked on the outside “Charter Doyle Park Live-in Caretaker.”** Applicants are reminded that the Purchasing Division receives many bids and proposals for any number of solicitations; unlabeled submissions are extremely difficult to match to their appropriate solicitations and therefore may be rejected.

Any applications received after the time and date on the cover sheet will not be considered. It shall be the sole responsibility of the submitting entity to have the application delivered to the City of Knoxville Purchasing Division on or before that date. Applications that arrive late due to the fault of United States Postal Service, United Parcel Service, DHL, FEDEX, any delivery/courier service, or any other carrier of any sort are still considered late and may not be accepted by the City.

Electronic Submission Procedure:

Applications may be submitted electronically through the City’s Procurement website. All applicants must register as a “vendor” in order to submit an electronic file.

Step One: Register as a City of Knoxville vendor

To register as a vendor:

Visit the website at www.knoxvilletn.gov/purchasing

Click the “Vendor Registration” tab; then “Click here to register as a City of Knoxville Vendor” Follow the prompts to complete online registration.

Note: You will be asked for a PIN. This PIN will be emailed to you and may have been sent to your spam or junk folder.

DO NOT WAIT UNTIL SUBMISSION DEADLINE TO REGISTER AS A VENDOR.

The electronic submission link will be disabled at 11:00:00 a.m. Eastern time. Applicants will not have the ability to submit any electronic files once the deadline has passed.

Step Two:

Submit application electronically as one (1) file to City's Procurement website PRIOR to **11:00:00 a.m.** (Eastern Time) on **July 1, 2019.**

To submit electronic file:

Visit the procurement website at www.knoxvilletn.gov/bids

Click "Charter Doyle Park Live-In Caretaker"

Click "Submit Bid" (red button located at top of screen)

Follow the prompts to upload and submit electronic file.

Submit only one (1) application.



Charter Doyle Park Caretaker Residence Code of Conduct

1. General Conduct
 - a) Tenant shall read, understand, and comply with the City of Knoxville Municipal Code. (https://library.municode.com/tn/knoxville/codes/code_of_ordinances)
 - b) Tenant shall follow the City of Knoxville Parks and Recreation Department's Mission Statement: "The City of Knoxville Parks and Recreation Department provides a safe and fun environment so all citizens may enjoy their leisure time. Our dedicated staff works to promote healthy lifestyles and character building activities by providing affordable quality programs, parks and recreation venues". (www.knoxvilletn.gov/recreation)
 - c) Tenant shall behave in a calm and professional manner while carrying out daily tasks, refrain from any form of personal abuse toward others, including verbal, physical, and emotional abuse.
 - d) Tenant shall wear a City of Knoxville name tag and/or uniform while performing assigned tasks or interacting with the public.
 - e) Tenant shall respond to the City of Knoxville Parks and Recreation Director, Deputy Director, Maintenance Superintendent, Maintenance Coordinator, or any other City of Knoxville Official in a timely manner.
 - f) The tenant is permitted two (2) weeks (maximum) of unpaid leave time a year, which does not carry over each calendar year. All leave time shall be pre-approved by the City of Knoxville – Parks & Recreation. For approval of leave, the tenant shall submit a leave request via email, to the City of Knoxville Parks & Recreation Maintenance Superintendent no less than four (4) weeks in advance of the proposed leave dates.
 - g) In the unlikely event the tenant becomes physically unable to perform the tasks as specified in the contract, the City of Knoxville shall provide tenant a 45 day written termination notice.
 - h) In the event of an emergency, tenant shall call 911 immediately and inform the City of Knoxville Parks & Recreation.
 - i) Tenant must follow all requirements as specified in the contract.
2. Tenancy Commencement
 - a) Tenant shall carry out an inspection of the dwelling and inform the City of Knoxville in writing (email) of any damage, defects, or inaccuracies. Inspection shall be complete within ten (10) days following the executed contract date.
 - b) Tenant will be given one set of keys. Tenant is NOT permitted to make duplicates. If keys are lost and need replacement, the tenant will be charged \$25.00 for each occurrence.
3. Tenancy
 - a) Tenant shall follow all Park rules in the City of Knoxville Municipal Code – Chapter 20 including no alcohol or drugs inside the park or residence. Smoking is permitted only in designated area.
 - b) Tenant understands that this is a single dwelling unit, for the Charter Doyle Park Caretaker alone, and all other entities that are invited into the property are required to be visitors/guests only. No roommates or subleases are allowed.



- c) Tenant shall not create excessive noise or any other activity that results in a nuisance to the park users or neighboring properties.
 - d) Pets are not allowed, including but not limited to dogs, cats, snakes, reptiles or rodents.
 - e) Tenant understands that the City of Knoxville can discharge their duty as described in the terms of the contract.
 - f) Tenant shall perform daily tasks as specified in the contract.
 - g) The tenant shall ensure that on receipt of reasonable notice, normally 24 hours, they shall allow/provide the City of Knoxville, or any person acting on City's behalf, access to the dwelling in order to carry out an inspection or make repairs.
 - h) The tenant shall maintain the dwelling in a clean and organized condition.
 - i) Tenant shall be responsible for providing and replacing light bulbs for the residence.
 - j) Tenant shall inform the City of Knoxville – Parks & Recreation via email of defects within 24 hours after detection.
 - k) Tenant shall take responsibility for all guests that may visit the residence.
 - l) Tenant is allowed two parking spaces maximum (one for tenant and one for guest).
4. Visual Appearance
- a) Tenant shall mow the grass every two (2) weeks and provide landscaping to the fenced area in / around the residence.
 - b) Tenant shall not store or place any furniture/items on the outside decks. All outdoor items and equipment shall be stored away from public view.
 - c) Tenant shall ensure all outside areas of the residence are kept in an organized manner, including the yard, storage building, and porch areas.
5. Equipment
- a) Tenant shall provide and maintain applicable equipment as described in the terms of the contract.
6. Health & Safety
- a) All equipment and appliances are required to be used only in a manner for which they were designed.
 - b) Any gasoline, oils, or fuels stored on site shall comply with Tennessee Occupational Safety & Health Administration and Environmental regulations.
7. Fire Safety
- a) Tenant shall follow all applicable fire safety codes and not obstruct any stairways, landings and/or passageways which provide a route of escape in case of fire.
 - b) Tenant shall take all necessary precautions with cooking equipment and not utilize any naked flames (e.g. candles, T-lights, gas hobs).
 - c) Tenant shall not use or bring onto the premises any portable gas equipment or paraffin heaters.
 - d) Tenant shall not use extension cords to power electric devices, including electric heaters, electric blankets, or cooking devices.



8. Security

- a) Tenant shall keep the dwelling and park secure.
- b) Tenant shall lock the vehicular gate daily at Dusk and unlock at Dawn. Except for unusual and unforeseen emergencies, parks shall be open to the public every day of the year during designated hours. The opening and closing hours for each individual park shall be posted therein for public information. The hours for use of all parks, unless otherwise specified by the posting of the hours of use, shall be between one-half hour before sunrise and one-half hour after sunset. Any section or part of any park may be declared closed to the public by the Parks and Recreation Director at any time and for any interval of time, either temporarily or at regular and stated intervals, daily or otherwise, and either entirely or to merely certain uses, as the Parks and Recreation Director shall find reasonably necessary

9. Refuse

- a) Tenant shall store refuse in a proper hygienic way and in the manner required by the waste collection service.
- b) Tenant shall report refuse issues by dialing 311 or contacting the City of Knoxville – Parks and Recreation via email.

10. At the end of the tenancy

- a) Tenant shall return all keys on termination of the tenancy.
- b) Tenant shall settle all outstanding accounts upon termination of the tenancy.
- c) Tenant shall leave the dwelling in a clean condition and remove all belongings.
- d) Tenant shall leave the dwelling in no worse condition having regard to fair wear and tear as at the commencement of the tenancy.
- e) Tenant shall be present at the check-out inspection unless otherwise agreed.
- f) Tenant shall make suitable arrangements for the forwarding of mail.

PREVIOUS EXPERIENCE (Please list beginning from most recent)

Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:

Dates Employed	Company Name	Location	Role/Title

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Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:

Have you ever been convicted of any felony, misdemeanor or violation of any law, ordinance, or police regulation (excluding traffic violations)? _____No _____Yes *(If yes, explain fully what, where, and results below (i.e., paid fine, served jail sentence, etc.)* Conviction will not necessarily disqualify an applicant from employment. The time elapsed, severity, and pertinence of the conviction to the job will be considered.

Have you worked for the City of Knoxville Parks and Recreation Department before? *If yes, when, where and in what position*) _____No _____Yes

Filling out this application in no way guarantees you will be hired by the Parks and Recreation Department

Read and Sign: These answers are true and complete to the best of my knowledge. I understand that any false or misleading information provided during the application or interview process will result in withdrawal from consideration for employment or my immediate discharge if I am hired, regardless of when discovered. I authorize the City of Knoxville to make a thorough investigation of all statements contained in this application, my past employment, education and job related activities, and I release from all liability all persons, companies, and corporations supplying such information. I understand that drug testing is required before offer of employment.

Signature of Applicant: _____ Date: _____

Printed Name of Applicant: _____

This application cannot be processed without a signature

AN EQUAL OPPORTUNITY EMPLOYER