

TOWN OF STEVENSVILLE
PARKS AND RECREATION POSITION DESCRIPTION

Position Title: Park Attendant
Department: Parks and Recreation
Date:

GENERAL PURPOSE

The work performed by this position involves providing friendly guest service, safe operations, informing guests of rules, and ensuring cleanliness of park areas. The position is responsible to perform daily preventative and corrective maintenance and custodial functions for park facilities, ensuring a clean and positive experience for all guests and park system users. Employee will perform a variety of duties involving the upkeep, cleaning and supervision of parks, as assigned. This includes duties such as cleaning/stocking bathrooms, pick up trash, emptying trash cans, general cleanup of the park and facilities and general maintenance. Performs other related duties as assigned.

SUPERVISION RECEIVED

Works under the close supervision of the Parks & Recreation Director.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides excellent customer service to the public (i.e.: patrons, vendors) and co-workers including responding to inquiries and requests and resolving customer complaints as necessary in a prompt, effective and courteous manner.

Performs normal duties in areas in which assigned such as day to day park activities, athletics, maintenance, special events and programs.

Assists staff during various program activities and special events offered by Parks and Recreation.

Attends in-service training and additional staff training, as necessary.

Enforces facility policies, rules and regulations, as necessary.

Assists in emergency protocol as required in training.

Adopted by Council:
Revised:

Assists in sanitary operation of facilities and restrooms.

Operates equipment safely and reports any unsafe work condition or practice to supervisor.

Assist key staff in facility set-up for organized events, as necessary.

Distribution of facility related promotional materials.

May also perform unskilled and semi-skilled work necessary to the operation of maintenance of parks, lawns, and grounds including manual labor, operation of motorized equipment, equipment maintenance, building and grounds maintenance and construction.

Performs other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Any combination of education, experience and training which demonstrates the knowledge and experience to perform the work.

Necessary Knowledge, Skills and Abilities:

- (A) Friendly and helpful attitude
- (B) Attention to detail
- (C) Ability to work independently
- (D) Strong communication skills, customer service orientation
- (E) Ability to move tables, chairs, furniture (for set up of events) and perform manual labor
- (F) Ability to work with people of all backgrounds
- (G) Must be able to lift 40 lbs

SPECIAL REQUIREMENTS

- (A) CPR and First Aid certificates.
- (B) Ability to pass a comprehensive background check.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to work in an outdoor environment including hot and cold temperatures and noise, using pertinent equipment, with ability to travel to different sites and locations and lift 40 pounds.

Adopted by Council:

Revised:

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WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The noise level in the work environment is consistent with activity in urban parks.

The employee may be exposed to stressful situations as a result of human behavior.

Employee: _____

Date: _____

Supervisor: _____

Date: _____