

JOB POSTING

WHO MAY APPLY: *Open to all qualified applicants; Internal and External*

POSTED DATE: October 11, 2016

ENDING DATE: Until filled

DEPARTMENT: Parks and Recreation

SALARY: \$8.00 per hour

PARK ATTENDANT

GENERAL STATEMENT OF DUTIES:

- Part-time position working approximately 12 hours per week (hours may increase during summer)
- Open park gates and rest rooms by 7:00 a.m.
- Ensure parks are safe, clean and secure for our citizens and visitors daily
- Lock all park gates and rest rooms each evening
- Lock pier gate and check for vandalism each evening
- Enforce park rules and regulations

ESSENTIAL FUNCTIONS OF WORK:

To perform this job successfully, an individual must perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform custodial duties at parks, open and close parks and pier
- Clean rest rooms each night after closing
- Keep restroom dispensers full of tissue, paper towels and soap
- Maintain stock of cleaning materials and supplies
- Report issues and problems regarding maintenance and vandalism

SPECIAL QUALIFICATIONS:

- Must be at least 18 years of age
- Requires a valid MS Driver's License and the ability to drive.
- Work with household cleaning supplies to clean rest rooms
- Open/Close park gates
 - Park gates are difficult to open and shut at times.

EDUCATION / EXPERIENCE:

Must possess a high school or equivalent diploma.

LANGUAGE AND REASONING SKILLS:

Ability to understand written and oral instructions; read, analyze and interpret complex documents, instruction manuals, policies and procedures is essential. Excellent communication skills are required to effectively present information in a one-on-one and small group setting. The ability to work effectively and efficiently, under stressful conditions, to ensure deadlines are met is essential. Strong interpersonal skills are needed to develop and maintain effective working relationships.

PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the functions of this job.
 - In this position employee is required to be able to stand; walk; use arms, hands, and fingers; see, hear, and speak. Requires the ability to lift and carry program supplies and materials weighing up to 20 pounds. Walk, bend, stoop, climb small step ladders, lift mop buckets and other janitorial equipment

WORKING ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee in this position works both indoors and outdoors in all types of weather conditions.

Brenda Germany

Human Resources Generalist

