

## **POSITION DESCRIPTION**

Title: Park Attendant (Bi-Centennial Park)

Department: Department of Archives and History

Job Analysis: February 2021

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### **Relationships**

Reports to: Director of Archives and History, County Administrator, dotted line to Horticulturist

Subordinate staff: None

Internal contacts: None

External contacts: General Public

Status: Classified/Non-Exempt (303)

### **Job Summary**

The Park Attendant performs a variety of unskilled and semi-skilled tasks in the maintenance and operations of recreation buildings, grounds, open spaces, and parks. Under supervision, the position also performs a wide variety of public contact service involving tourists and visitors, will serve in many capacities of the daily operations including hospitality, and other requisite administrative tasks in support of park visitors and staff to help improve the visitor experience to Bicentennial Park. All work is performed in accordance with departmental rules, regulations, and instructions.

### **Job Domains**

1. Greet visitors, provide brochures and give directions.
2. Maintain inventories of necessary supplies.
3. Convey and enforce park rules and regulations.
4. Patrol or monitor premises to prevent theft, violence, or infractions of park rules and maintain security of premises.
5. Communicate with staff and public safety officials during emergencies and report public hazards.
6. Conduct tours of the park.

7. Mows and maintains park and open space areas, weed eat; maintains sprinkler systems and assists in the repair and installation of sprinkler lines and heads.
8. Sweeps, washes, paints, and repairs, or replaces playground equipment, park tables, and slabs.
9. Performs routine maintenance on lawn and power equipment.
10. Plants lawns, trees, shrubs, and flowers.
11. Carries out the seeding, fertilizing, top dressing, soil conditioning, watering, and the pest and weed control of the county parks and open spaces.
12. Maintains and adjusts specialized turf care equipment and tools, including electric motors, pumps, sprinklers, tractors, mowers, and irrigation systems.
13. Operates tractor, mowers, trucks, steam cleaners, buffers, washers, and other listed equipment as needed.
14. Maintains current skills and knowledge in the proper and safe techniques of building and grounds maintenance functions.
15. Performs custodial work as assigned including changing light bulbs and fluorescent tubes; sweeping floors; vacuuming carpets, mopping, shampooing and steaming carpets; buffing non-carpeted areas' dumping garbage and relining cans with liners' sweeping; washing windows, walls, metal and woodwork; cleaning rain gutters; sweeping roofs; and cleaning restrooms.
16. Occasional clerical work needed for routine reports and evaluations.
17. Collects and disposes of solid waste from buildings and grounds; picks up litter from premises.
18. Opens and closes, locks and unlocks facilities as needed.
19. Assists in setting up and taking down equipment for various park and recreation programs. Prepares facilities for park and recreation program use.
20. Assists in the construction of new parks facilities including clearing, grading, drainage, and foundation work.
21. May perform other duties as assigned and assist other employees with park projects.

### **Knowledge, Skills, and Abilities**

1. \*Knowledge of park rules and regulations.
2. \*Knowledge of park amenities including trails.
3. Knowledge of excellent customer service principles.
4. Ability to follow directions.
5. Ability to remain calm under pressure.
6. Some knowledge of equipment, materials, and supplies used in building and grounds maintenance.
7. Some knowledge of equipment and supplies used to do minor repairs.
8. Some knowledge of applicable safety precautions.
9. Skill in operating the tools and equipment listed below.
10. Ability to work independently and to complete daily activities according to work schedule.
11. Ability to communicate orally and in writing.
12. Ability to use equipment and tools properly and safely.
13. Ability to understand, follow, and transmit instructions.

14. Ability to establish effective working relationships with employees, supervisors, and the public to communicate information clearly and correctly to supervisor and co-workers; give information over radio and telephone.
15. Writing skills to clearly and neatly complete and maintain logs, records, report, routine forms, bonds, and booking cards.

### **Tools and Equipment Used**

Pick-up truck; lawn and landscaping equipment including tractors, mowers, airifier, chainsaw, edgers, weed trimmers, electric motors, pumps, sprinklers, and irrigation systems; miscellaneous hand and power tools for turf maintenance, carpentry, painting, plumbing, electrical, and cement finishing work; janitorial equipment including floor buffers, steam cleaner, carpet cleaners, washers, vacuums, mops, and dusting equipment.

### **Physical Demands and Work Environment**

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, and type on computers.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee regularly works near moving mechanical parts in outside weather conditions. The employee occasionally works in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to the risk of electrical shock. The noise level in the work environment is occasionally loud in this field.

### **Other Characteristics**

1. Be willing to work non-standard hours, including weekends or holidays, as needed.
2. May be required to work alone for extended periods of time between visitors and/or in inclement weather.

### **Minimum Qualifications**

1. Have a valid driver's license and be insurable by the County's insurance standards.
2. Any combination of education and experience which demonstrates the knowledge and experience to perform the work.