

Parks and Recreation Attendant



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. -Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

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JOB SUMMARY

Performs ~~entry level~~entry-level work in the Parks and Recreation Department. Responsible for general oversight and daily operations of City facilities. Ensure the safety of patrons utilizing facilities and enforces rules, policies, and procedures in a respectful manner. Work is performed under general supervision.

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ESSENTIAL JOB FUNCTIONS (examples, not all-inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. -It is not necessarily descriptive of any one position in the class. -The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

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- Responsible for the daily operation of assigned facility.
- Greets patrons and responds to general inquiries applicable to assigned facility and the Parks and Recreation Department.
- Processes program registrations or applicable paperwork relative to the Department's needs.
- Performs general unskilled maintenance and light upkeep of facilities.
- Collects fees for programs and events.
- Assists in preparation, setup, and oversight of facility programs, rentals, and community Special Events.
- Responds to routine questions, complaints, or requests for service.
- Communicates with supervisor relative to facility/program needs.
- Assists with Department Special Events.
- Ensures and enforces facility policies, regulations, and safety rules of the Parks and Recreation Department.
- Monitors conditions conducive ~~for to~~ facility use (i.e., Lightning Detection protocols).
- Work a varied schedule to include, ~~nights, weekends~~ nights, weekends, and holidays.
- Maintains accurate records of work performed.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High School Diploma or ~~G.E.D.; equivalent. A minimum of –supplemented preferably by zero–~~ one (0–1) ~~or more years’ of~~ Parks and Recreation experience preferred; an equivalent combination of education, certification, training, or experience may be considered.

~~Additional qualifying experience or completion of coursework at an accredited college or university in a job-related field may substitute on a year-for-year basis for one year of the required experience or education. Possess or be able to obtain a valid State of Florida driver's license by the date of hire. A valid State of Florida driver's license preferred. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.~~

Must be able to obtain First Aid and CPR Certification within six (6) months of employment.

Employees in the Parks and Recreation Department are required to satisfy a Level 2 screening process.

Knowledge, Skills, and Abilities:

- Knowledge ~~in~~ of Microsoft Office Products (Word, Outlook, Excel, etc.).
- Skill in providing excellent customer service.
- Ability to learn how to use Recreation Computer Software.
- Ability to work indoors and outdoors for extended periods of time, especially during Special Events.
- Ability to complete light custodial duties.
- Ability to react efficiently and effectively in emergency situations.
- Ability to follow instructions and learn facility operations and incident response protocols.
- Ability to work with limited supervision.
- Ability to work a designated work schedule, including evenings, weekends, and holidays.
- Ability to work independently and cooperatively.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in the performance of essential tasks.

Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing or pulling of objects and materials of light to moderate weight ~~(10–40 pounds)~~.

WORKING CONDITIONS

Tasks are regularly performed inside or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes, poor ventilation, wetness, humidity, rain, temperature and noise

extremes, machinery or moving vehicles, vibrations, animals/wildlife, poisonous agents, chemicals, oils, and other cutting substances.