

**COOPER CITY, FLORIDA
CLASS DESCRIPTION**

CLASSIFICATION TITLE: PARK ATTENDANT (PART-TIME)

GENERAL DESCRIPTION OF DUTIES

Performs entry-level work in assisting at facilities with programs during recreational sports programming and/or special events. Performs work under the general supervision.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

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.

- Monitors recreational facility during City sponsored and external activities hosted at site.
- Serves as a resource person for activities being hosted at site. Responds to program participants regarding questions, concerns, and information.
- Sets up, breaks down, and cleans site as needed for activities and general daily site usage.
- Assists with a variety of activities including but not limited to, preparing seating, trash receptacles, etc. for activities, programs, and special events hosted by departments as necessary.
- Ensures public accessibility to facility and grounds during open hours and secures buildings and grounds are secure during closed hours, per established protocols and guidelines.
- Monitors weather conditions and lightning detectors.
- Advises department of safety issues per established policies, procedures, and guidelines.
- May call for emergency response, locate on premise family member or assist in coordination for medical assistance.
- May be assigned/requested to drag and line fields on an exception basis as directed by supervisor.
- Works outside of standard business, including during evenings and on weekends
- Performs related duties as directed.

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KNOWLEDGE, SKILLS, & ABILITIES

- Ability to orally communicate with patrons of parks and recreational facilities.
- Ability to use various cleaning equipment to maintain assigned facilities.
- Ability to follow written and oral instructions.
- Ability to learn and follow building operation and incident response protocols.
- Ability to learn the programs and activities offered and associated requirements for buildings and grounds set up and maintenance needs.

EDUCATION & EXPERIENCE

High school graduation or possession of an acceptable equivalency diploma; or an equivalent combination of education, training, and experience. Six month's experience in a similar role, and/or customer service position including in-person interaction with the public.

Valid Florida driver's license. Ability to work nights and weekends.

PHYSICAL REQUIREMENTS

Tasks involve the ability to exert light to moderate physical effort requiring considerable mobility in moving from one location to another in performing tasks. Tasks may involve some lifting, carrying, pushing and/or pulling of objects and materials of light to moderate weight (5 – 40 pounds). Some tasks are performed in outdoor conditions with exposure to disagreeable environmental factors, e.g. solar radiation, heat, humidity.

Acknowledgement:

Signature below constitutes employee's understanding of the requirements, essential functions and duties of the position. Employee is expected to adhere to all policies.

Signature: _____ Date: _____

The City of Cooper City, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.