



## **PARKS & COMMUNITY SERVICES SPECIALIST – PARK STEWARD**

*(Draft – 6.28.2021)*

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### **A. GENERAL PURPOSE**

This is a customer-focused position located in the parks responsible for public safety and resource protection, park use policy enforcement, park interpretation/stewardship and visitor education, light maintenance, and repair duties. Gently educates park guests regarding City of Dripping Springs rules and regulations for parks, open space, river, and trails system. The following duties are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned. Essential Duties and Responsibilities are performed under the general supervision of the Parks & Community Services Director.

### **B. ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

1. Assists in ensuring the public and the community experience safe use of parks, open space, recreation areas, and water recreation areas.
2. Patrols all parks and recreational areas, providing safety and security for all users by means of one or more of the following modes: on foot (walking and/or hiking), on bicycle (on roadways, sidewalks, and uneven terrain/Mtn bike trails), and in a city vehicle.
3. Wears Park Steward uniform shirt and greets the public with a friendly demeanor and professional manner and appearance; answers questions, checks reserved areas and provides directions.
4. Ensures the public compliance of local regulations and city ordinances through conversational education.
5. Ensures Park rental permit compliance, performing pre and post rental inspections.
6. Provides light maintenance services such as trash/litter pick-up and removal, clean and restock bathrooms as needed, etc.
7. Assists in ensuring safe travel through park areas by assisting with events when needed, setting up and removing barricades, directing traffic, and assisting with crowd control, as directed.

8. Recognizes, avoids, and reports unsafe acts, conditions, accidents, and injuries; completes daily activity log, cash management reports, accident/incident reports and graffiti/vandalism reports.
9. May present education and information programs for community and school projects; teaches and counsels the public on department activities and regulations.
10. May coordinate volunteers during various park improvement projects.
11. Self-motivate, multi-task, and quickly adapt to changing work conditions as well as possible extreme weather conditions.
12. Responsible for completing incident reports and monthly park steward reports.
13. Other duties as assigned.

### **C. EDUCATION, EXPERIENCE, AND CERTIFICATIONS**

1. Requires a High School Diploma or equivalent.
2. Must possess a valid Class C Texas Driver's License, clean driving record and working vehicle.
3. Standard First Aid and C.P.R. certifications within the first 3 months required. Will provide.
4. Ability to establish and maintain effective working relationships with employees, City officials, media, and public.
5. Ability to communicate effectively orally and in writing.
6. Ability to handle confidential and sensitive information while maintaining confidentiality.

### **D. TOOLS AND EQUIPMENT USED**

General maintenance equipment, basic cleaning equipment, utility vehicles, city vehicle, phone, calculator, computer, printer, and related software. Must possess a valid Class C Texas Driver's License, clean driving record, and working vehicle.

### **E. SPECIAL REQUIREMENTS**

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 perform the essential functions if needed.

1. Work is performed in outdoor settings. Considerable outdoor work is required throughout the city at all city parks during regular patrols and oversight. Must be able to work outside in all weather conditions constantly standing and walking and lift a minimum of 80 pounds.
2. While performing the duties of this job, the employee is regularly required to move around the parks to perform functions and assist visitors; communicate effectively, and operate objects, tools, or controls. The employee is often required to climb or balance; stoop, kneel, crouch, or crawl.

3. Must be able to distinguish colors when working with equipment, electrical panels, etc.; must be able to operate assigned vehicle or equipment.

## **F. 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 perform the essential functions if needed.

1. While performing the duties of this job, the employee regularly works in outside weather conditions. Indoor and outdoor environments; exposure to extremes in weather condition; exposure to vibrations and noise; works on slippery or uneven surfaces, may work with electricity; may work with and around heavy machinery and may work in or near vehicle traffic.
2. The noise level in the work environment is usually moderate to loud.

## **G. WORK HOURS**

This is a part-time position. Hours will vary based on the season and events or projects assigned and will not exceed 1000 hours in a fiscal year (October 1 – September 30). Work hours will be set by the Parks & Community Services Director, but generally park coverage and oversight vary with the seasons and is primarily needed during afternoons/evenings, one alternating weekend day each week and some holidays.

### Proposed Schedule

#### ***September - April***

Monday-Friday 4pm-7pm | Sa/Su – 8am-5pm

#### ***May - August***

Monday-Friday 5pm-8pm | Sa/Su – 9am-6pm

May be required to work immediately before, during or after an emergency or disaster.

## **H. SALARY**

Salary is commensurate with the position and pays \$15/hr. Pay days are those outlined in the CITY OF DRIPPING SPRINGS PERSONNEL MANUAL.

## **I. BENEFITS**

This is a part-time non-benefited position. Benefits shall be in accordance with those outlined in the CITY OF DRIPPING SPRINGS PERSONNEL MANUAL, as may be modified by the employee's offer letter and subsequent revisions to the Manual.

## **J. EQUAL OPPORTUNITY EMPLOYER**

The City's employment decisions are made without regard to race, color, religion, sex, age, national origin, sexual orientation, handicap, or marital status. Discrimination or harassment against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership, or non-membership in employee organizations, or because of race, color, national origin, age, disability, veteran status, sex, or marital status is prohibited. If you would like to arrange for accommodations, we encourage you to contact Assistant City Administrator at (512) 858-4725.

***Please note:** This Job Description is not a contract and shall not be construed to alter an employee's at-will relationship. The terms and conditions of any employee's position with the City may be altered by the City Council at any time. To the extent reasonably possible, this Job Description, the Personnel Manual, and the employee's Offer Letter shall be read together in harmony. If there are conflicts between this Position Description, the Personnel Manual, and the employee's Offer Letter, the most specific term or condition of employment shall govern.*