

PARK ATTENDANT

DISTINGUISHING FEATURES OF THE CLASS: Work involves interaction with the public to provide information and informational materials relative to park grounds, activities and special events, and assistance with permits, park fees, and concessions. Additional responsibilities include basic maintenance work in connection with the upkeep of park grounds, park and recreations equipment, and parks and recreational facilities and/or buildings. May patrol the park during open hours. General supervision is provided, with some leeway allowed for carrying out the details of the work. Supervision of others is not a requirement of this position, however, some incumbents may lead and participate depending upon assignment. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Opens and closes main park entrance for park activities and special events;
Assists the public by answering questions, providing maps, pamphlets and other informational materials, giving directions and other information, both in person and by telephone;
Communicates and enforces park rules;
Checks park pass and group use permit applications for proper information, and may collect permit fees;
Checks park passes or permits for vehicles or group use, as necessary;
Collects required permit and pass fees and/or money from concession sales, provides change, and deposits money properly according to department policies;
Cleans, maintains sanitary conditions of, and replaces basic supplies such as paper towels and toilet tissue for rest room buildings and park offices, including gathering and disposing of refuse;
Performs basic groundskeeping tasks such as mowing lawns, pruning trees and shrubs, basic cultivation and care of flowers and other plants, keeping walks and paths clear, shoveling snow;
Operates field, office and cleaning equipment as needed to execute assigned duties;
May maintain and update records relating to permits, concessions, and fees collected;
May maintain and update inventory records of concession items;
May perform basic upkeep tasks such as rough painting work, rough carpentry work, repair of fences, doors and windows;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Knowledge of the common practices, tools, terminologies and accident precautions used in performance of simple maintenance, upkeep and repair tasks; knowledge of cleaning methods, materials and equipment; ability to operate field, office and cleaning equipment as needed to carry out assigned duties; ability to follow oral and written directions; ability to meet and deal with the public effectively; ability to maintain simple records and prepare simple reports; ability to establish and maintain effective working relationships; willingness to do routine manual work; manual dexterity; reliability.

MINIMUM QUALIFICATIONS: Either

- a) Graduation from high school or possession of a comparable diploma; or
- b) One (1) year of experience in grounds and building maintenance work; or
- c) An equivalent combination of training and experience.

SPECIAL REQUIREMENT:

Access to transportation is required to perform field work responsibilities in a timely and efficient manner.