

Park Attendant III, Parks & Recreation Department

City of Dunedin, Florida
Class Description

JOB TITLE: Park Attendant III
Parks & Recreation Department

GENERAL STATEMENT OF JOB

Under general supervision, works independently and performs routine to moderately complex and/or specialized work in the maintenance of City parks as assigned. Ensures the area is safe, clean, and functional at all times. Reports to Park Maintenance Supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position.

Maintains City parks on the weekends; primarily the Dunedin Causeway and Hammock Park. Monitors the areas for litter, ordinance violations, animal issues, and safety issues and responds accordingly.

Performs routine groundskeeping duties, including mowing grass, installing sod, trimming trees and shrubbery, installing and maintaining landscape materials, removing weeds, edging walkways, applying mulch, removing trash and debris, etc.

Performs landscaping, carpentry, masonry, plumbing and/or mechanical work and/or general manual labor as necessary to maintain Parks Division grounds, structures, equipment and vehicles.

Applies pesticides, herbicides and fertilizers according to product instructions and the direction of the Parks Spray Technician.

Prepares and submits required records and reports. Performs clerical duties as needed.

Completes purchases for day-to-day operations according to established procedures.

Operates heavy equipment in the performance of required tasks, including front-end loaders, backhoes, bobcats, dump trucks, tractors, stump grinders, forklifts, etc. as required.

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Maintains assigned equipment and vehicles; requisitions maintenance supplies, parts and materials as needed.

Inspects parks for safety hazards and takes corrective action.

Enforces simple park rules and regulations governing the use of the facilities such as leash laws and golf cart access in parks; opens and/or closes designated facilities at assigned hours of operation.

Assists patrons and supplies general information to the public.

Communicates regularly with multiple law enforcement and government agencies. Reports ordinance and law violations. Coordinates with Pinellas County on maintenance issues. Follows up on reports and requests and provides information back to supervisors.

Attends committee and civic association meetings as requested.

Performs general custodial duties including cleaning and stocking restrooms as required.

Reports for disaster duty as required.

ADDITIONAL JOB FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED equivalent.

An equivalent combination of education, training and experience that provides the required knowledge, skills and abilities may be considered.

Basic computer skills and familiarity with office technology.

SPECIAL REQUIREMENTS

Must obtain BMP certification within one year of employment.

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Must obtain First Aid/CPR certification within one year of employment.

Must possess a valid Class B Florida CDL with appropriate endorsements within one year of employment.

Must possess a valid Florida Driver's License.

Must be able to work on weekends and holidays.

This position is Category B for the purposes of Dunedin Emergency Management. The incumbent may be required to be onsite/available as scheduled during times of emergency as declared by the City/County Commission or City Manager.

PERFORMANCE INDICATORS

Knowledge of Job: Has knowledge of the methods, procedures and policies as they pertain to the performance of essential duties of the Park Attendant III. Has knowledge of the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge of general landscaping and grounds maintenance practices, materials and equipment. Understands specific City and county ordinances as they apply to the duties and responsibilities of the position. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has the ability to speak, write and understand the English language.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to arrange, compare, count, differentiate, measure and/or sort data and/or information. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines. Is able to assemble information and make written reports and records in a concise, clear and effective manner.

Human Interaction: Requires the ability to comply with specific instructions or orders, and respond to simple requests from others. Is able to offer assistance to fellow employees as necessary. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to operate, maneuver and control the actions of equipment, machinery, tools and/or materials used in performing essential functions. Has knowledge of general facilities maintenance practices, materials and equipment. Has skill in the care and use of required

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tools and equipment. Is able to make minor repairs and adjustments to equipment.

Verbal Aptitude: Requires the ability to use a variety of reference data and information.

Mathematical Aptitude: Has the mathematical ability to handle required calculations. Requires the ability to perform addition, subtraction, multiplication and division; to calculate surface areas, volumes, weights and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. Is able to understand and follow simple instructions and directions. Is able to read and interpret materials pertaining to the responsibilities of the job.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving a variety of generally pre-defined duties which are often characterized by frequent change. Is able to use independent judgment in performing routine tasks.

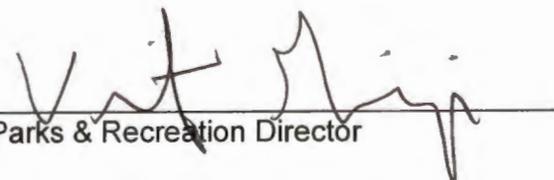
ADA COMPLIANCE

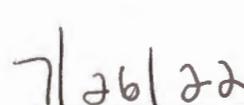
Physical Ability: Tasks involve the ability to exert very heavy physical effort in very heavy work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching and some lifting, carrying, pushing and/or pulling of objects and materials of heavy weight (up to 100 pounds) and occasionally heavier items (100 pounds or over).

Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Some tasks require exposure to adverse weather conditions, extreme temperatures, wetness/humidity, dirt/dust/pollen, strong odors, noise extremes, machinery hazards, toxic/poisonous agents.

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


Parks & Recreation Director


Date