

Park Attendant I, Parks & Recreation Department

City of Dunedin, Florida
Class Description

Position Title: **Park Attendant**
Parks & Recreation Department

GENERAL STATEMENT OF JOB

Under general supervision, provides customer service, collects fees, maintains concession area, performs routine to moderately complex duties in the maintenance of building and grounds. Assists with day to day operations of Driving Range. Responsible to ensure the area is safe, clean and functional at all times. Reports to Recreation Program Specialist.

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.

Opens and closes facilities as scheduled; work hours may consist of nights and weekends.

Provides customer service including answering phones, greeting and assisting patrons, responding to inquiries and requests, providing program/event information, assisting in receiving complaints and enforcing simple rules and regulations governing the use of the facilities.

Operates computer, electronic cash registers and simple office equipment.

Collects fees and completes program registration into Recreation registration software including global sales receipts, records, and reports for program fees and other revenues; household account management and facility reservations.

Prep for concession food. Food handling must be in compliance with the Health Department. Maintain concession inventory

Completes registration daily deposits by obtaining reports via Recreation registration software and in compliance with the City's Cash Handling Policy.

Performs other clerical duties as required including faxing, filing, maintaining, retrieving and updating files, copying documents, ordering and maintaining office supply inventory and preparing and processing mail

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Clean and care for public buildings, shelters or other property; sweep, mop, clean restrooms, restock supplies

Performs landscaping, groundskeeping, and general manual labor as necessary to maintain Parks Division grounds, structures, equipment and vehicles.

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

May have to operate machinery in conjunction to picking up golf balls.

Provides assistance during the set-up, presentation, and clean-up of special events as required.

May operate light trucks or other light power equipment and maintains assigned equipment and vehicles.

May assist in supervising assigned volunteers. Provides input, advice and assistance as needed.

Performs all work in compliance with established policies, procedures and standards of quality and safety.

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 general custodial duties as required.

Performs other related duties as required.

Minimum Training And Experience

Requires a high school diploma or GED equivalent.

Basic computer skills and familiarity with office technology.

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

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

Special Requirements

Must possess a valid Florida Driver's License.

Must be able to work on nights and weekends.

Ability to perform moderate to heavy lifting.

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 of the City of Dunedin as they pertain to the performance of essential duties of the Park Attendant. 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 tools and equipment. Is able to make minor repairs and adjustments to equipment.

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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.

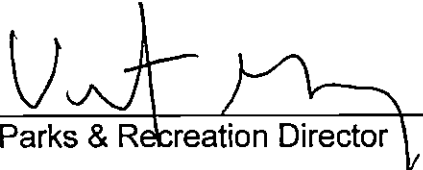
ADA COMPLIANCE

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

2/12/20

Date