

Park Attendant III, Parks & Recreation Department

City of Dunedin, Florida

Class Description

Position 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. Responsible to ensure the area is safe, clean, and functional at all times. Reports to Parks 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.

(The following outlines specific responsibilities related to this position; however, not all Parks contain the facilities mentioned.)

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

Performs landscaping, grounds keeping, 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.

Park Attendant III, Parks & Recreation Department

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 designation in parks; opens and/or closes designated facilities at assigned hours of operation; assists patrons and supplies general information to the public. Calls the Sheriff, if necessary.

Reports for disaster duty as required.

Restroom/Building Maintenance: Maintain in a clean and sanitary condition free of dust, dirt, spots, stains, mold, graffiti, garbage etc. Keep stocked with supplies; maintain area surrounding the facility free from all litter, debris, garbage, weeds, vegetation and overhanging limbs.

Site Maintenance: Ensure facilities are in a safe and fully operational condition; maintain area free from all litter, broken glass, garbage and foreign material; maintain tables and concrete pads in a clean condition free of all cobwebs, dirt, grease and debris; ensure BBQ stands are in good repair and kept clean of grease and food spills.

Maintain Picnic Shelters: Ensure shelters, and tables are in a safe, fully functional, and clean condition free of dust, dirt, stains, litter, grease, excess water, graffiti, cobwebs, debris and foreign material and in a safe and fully functional condition; ensure roof is kept clear of branches, twigs, moss or other debris; ensure eaves troughs and downspouts are kept clean and free flowing.

Maintain Garbage and Recycling Receptacles: Ensure that all garbage and recycling containers are in good repair and are in a clean and sanitary condition free from all stains and offensive odors; ensure garbage is emptied before becoming overfilled and garbage bags replaced as necessary; remove recyclables to storage area as required; maintain area surrounding the garbage and recycling containers free from all litter, debris, garbage and weeds.

Maintain Parking Lots and Roadways: Ensure they are in a clean condition, free from litter, rocks weeds, debris, garbage and foreign material; ensure parking bumpers are aligned, rebar secured and not broken.

Maintain Information Shelters and Signs: Ensure they are in a clean condition, free from garbage, debris, litter, cobwebs, leaves, weeds, vegetation and foreign materials or matter which could restrict access. All signs should be upright and stable.

Maintain Trails, Walkways, Paths, Steps, Stairs and Adjacent Areas: Ensure they are in a clean condition, free from litter, rocks, limbs, windfall trees encroaching vegetation and other foreign materials that may pose a hazard or restrict Park User

Park Attendant III, Parks & Recreation Department

access; refer any problems to be corrected immediately.

Maintain Playgrounds: Ensure equipment is safe and fully functional. Refer any problems to be corrected immediately; ensure area is in a clean and tidy condition, raked and leveled when 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 with 2-3 years of experience in grounds/ facilities maintenance.

Basic computer skills and familiarity with office technology.

Must obtain BMP certification within one year of employment.

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.

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 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 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. Must be able to relay city policies to citizens with tact and professionalism.

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.

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.

Park Attendant III, Parks & Recreation Department

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

10/29/19

Date