



## Grand Traverse County, MI Job Description

### Park and Recreation Park Attendant

#### GENERAL SUMMARY

Primary function of the job is to perform routine assistance to park users under the supervision of the Parks and Recreation Director. This position may assist with general maintenance of park facilities and ground maintenance, as needed. Employees work as part of a team and are responsible for ensuring that the team meets its objectives.

Employees must meet the minimum requirements, conditions of employment, and be able to successfully perform all essential duties and responsibilities with or without reasonable accommodations.

Overtime may be required to complete the task within a specific time frame or in an emergency. It may require travel by the employee in the employee's own vehicle.

#### PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Provides assistance to park users, where applicable and when possible
- Routinely monitors active areas of the park
- Ensures all users are adhering to park rules and bans violators from activities
- Monitors parking areas during large events
- Monitors field conditions and repairs problems
- Communicates any issues/difficulties with patrons to Parks and Recreation Director and acts as liaison between users
- Remedies scheduling conflicts and field placements
- Completes incident reports as necessary
- Assists Director in event and/or program management
- Responsible for ensuring that facilities are locked and secured when not in use
- May be required to assist other departments with parks related tasks
- Documents and reports safety concerns
- Documents and reports work orders

#### EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- High school graduation or G.E.D. may be required, based on assignment.
- Additional course work or limited specific education or skills may be required depending upon assignment, including familiarity with computers.

#### CERTIFICATIONS, LICENSES

- Michigan Driver's License

**CONDITIONS OF EMPLOYMENT** (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

**DISTINGUISHING CHARACTERISTICS**

Work involves gathering and analyzing information to determine the best course of action, based on general guidelines or rules of operations requiring the use of judgment to choose alternatives, many of which may be correct, but one is better than another depending on the situation. Errors at this level could cause serious, but short-term consequences involving significant financial impact or cost, reduced service to the public, and/or strong negative citizen reaction requiring intervention from a higher-level manager and could impact others outside of the department.

This position is not part of a job series

**PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS**

- Position works in an outdoor environment with exposure to weather-related heat and cold, rain, wind, and related elements.
- May be required to climb or balance; reach with hands and arms; sit; stand; stoop, kneel or crouch; talk or hear; use hands to finger, handle, or feel.
- May be exposed to working in high and precarious places, moving mechanical parts, vibrations, fumes or airborne particles, infectious diseases, and criminal suspects or prison inmates.
- May be required to lift/move up to 50 pounds regularly.

**KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES** (minimum requirements)

- Basic knowledge of English grammar, spelling, and punctuation
- Skill in the use of tools and equipment necessary to perform the job
- Must be in good physical health necessary to perform the manual labor tasks
- Knowledge of occupational hazards, safety code regulations and the safe use of tools, equipment and materials needed to perform tasks
- Interpersonal skills necessary to work courteously and effectively with other employees and the public
- Ability to act quickly in emergencies
- Ability to use arithmetic computations to measure, calculate quantities and costs, etc.
- Ability to consistently demonstrate sound ethics and judgment
- Ability to apply sound judgment, solve problems, make effective decisions, and act with integrity
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to use County resources effectively and efficiently