

Parks and Recreation Park
Custodian-Attendant**GENERAL SUMMARY**

The primary function of the job is to perform routine cleaning and maintenance tasks, and to assist park patrons and event/program organizers, under the supervision of the Parks and Recreation Director and Office Manager. This position may assist with general maintenance of park facilities and ground maintenance, as needed, including trash removal. Employees work as part of a team and are responsible for ensuring that the team meets its objectives.

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

- Engages in routine building maintenance and repair activities, including repairing lights and leaky toilets, installing fixtures, installing door hinges, repairing electrical card machines, and/or other applicable items.
- As directed, assists with general grounds maintenance, including mowing, raking, landscaping, watering, sanding, and snow and ice removal.
- Performs routine custodial work, including cleaning floors by sweeping, mopping, and vacuuming, using applicable equipment.
- Assists with routine electrical (including the changing of light bulbs), plumbing, heating and air conditioning, carpentry (including painting) and related trades, as permitted.
- Assists in maintaining in working order all necessary tools and equipment.
- Carries out established preventive maintenance programs.
- Performs emergency repairs, as directed.
- Monitors and maintains appropriate levels of supplies and materials in support of unit operations and activities.
- Installs and inspects new equipment and furnishings when required.
- Assists Department with event and/or program management, as directed, and assists park patrons and park/event organizers, where applicable and when possible.
- Communicates any issues/difficulties with park patrons to Parks and Recreation Director and Office Manager and acts as liaison with patrons.
- Ensures all users are adhering to park rules and bans violators from activities.
- Monitors parking areas and trash during large events for safety and cleanliness and troubleshoots any issues.
- Routinely removes trash from parks, as directed.
- Routinely monitors active areas of the park, troubleshoots, and reports issues to Director and Office Manager.
- Monitors field conditions and repairs problems.
- Remedies scheduling conflicts and field placements.
- Completes incident reports, as necessary.
- Ensures that facilities are locked and secured when not in use.
- May be required to assist other departments with park-related tasks.
- Documents and reports safety concerns and work orders.

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

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

CERTIFICATIONS, LICENSES (minimum requirements)

- Requires a valid driver's license and personal vehicle insurance and must maintain eligibility to drive as per the County's Vehicle policy.

CONDITIONS OF EMPLOYMENT (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 performing basic tasks every day and follows well-established procedures in which daily instructions are given and tasks are performed according to specified guidelines. Errors at this level could lead to minor inconvenience and consequences that may not be obvious outside the work unit and have little effect on service to the public and may result in limited financial impact or cost and can generally be detected easily by the employee and corrected. This job is not part of a series.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

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



Grand Traverse County, MI Job Description

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Must be computer literate.
- 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.
- Basic working knowledge of plumbing and electrical systems.
- 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.



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