

**Daviess County Fiscal Court
Job Description**

Job Title: Park Attendant
Department: Parks
Report To: Maintenance Supervisor
FLSA Status: Non-Exempt

SUMMARY

Supervises and performs services for evenings and weekend park operations

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, other duties may be assigned.

Displays proficient knowledge of all park rules, regulations and enforcement procedures.

Coordinates with Park's staff all scheduled events held at parks.

Deals courteously and tactfully with park's visitors.

Maintains public relations with park visitors.

Performs parking attendant duties and crowd control for large scheduled events.

Responsible for cancellation of park activities due to rain or inclement weather conditions, then notifies all interested parties.

Performs maintenance of ball fields during tournament play and weekends.

Inspects and performs preventive and corrective maintenance of playground equipment, water fountains, picnic shelters, scoreboards and bleachers.

Performs routine maintenance for total maintenance and upkeep of park, (ie. Restrooms and building cleaning, litter control, mowing and trimming and nature center care)

Keeps Maintenance Supervisor informed of all maintenance needs, public complaints and safety hazards.

SUPERVISORY RESPONSIBILITIES

This job has general supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or one to three months related experience and/or training; equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups or customers or employees of organizations.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel and talk or hear. The employee frequently is required to walk. The employee is occasionally required to sit; reach with hands and arms; stoop, kneel, crouch or crawl; and taste or smell. The employee must occasionally lift and or/move up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles and vibration. The noise level in the work environment is usually quiet.