

**Daviess County Fiscal Court
Job Description**

Job Title: Park Attendant

Department: Parks

Report To: Department Head

FLSA Status: Non-exempt

Hours: Weekday evening shift and/or weekend shifts

SUMMARY:

Supervises and performs services during evening and weekend park operations. This is semi-skilled work dealing with the general public and light maintenance work. Work is performed with limited supervision.

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 Department Head and other county staff all scheduled events held at parks.

Deals courteously and professionally with park's visitors through answering questions, and providing information while interpreting park rules and available programs.

Maintains good public relations with park visitors.

Post shelter reservation cards and opens reserved shelters as necessary.

Performs parking duties and crowd control for large scheduled events.

Monitors and advises the appropriate authority for cancellation of park activities due to rain or inclement weather conditions, then notifies all interest parties.

Performs maintenance of ball fields during tournament play and weekends, including, but not limited to, field lining, watering and raking.

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

Performs routine maintenance and upkeep of parks (i.e. Restrooms and building cleaning and supply stocking, litter control/trash pickup, mowing and trimming and nature center care).

Keeps department head informed of all maintenance needs, public complaints and safety hazards.

Panther Creek Park (only): Turn outdoor ball field lighting on as necessary.

SUPERVISORY RESPONSIBILITIES

This job has no 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.

EDUCATIONS and/or EXPERIENCE

High school diploma or general education degree (GED); 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 vibrations. The noise level in the work environment is usually quiet.