

PARK ATTENDANT



GENERAL DEFINITION

Assists in the performance of the daily upkeep and security of County park facilities and grounds, monitors park usage, and provides communication necessary to protect the public trust. Incumbent must provide his/her own transportation. Position will require work at specified dates and times to coincide with County programs and Special Events.

ORGANIZATIONAL RELATIONSHIP

Serves under the general direction of the Director of the Department or his/her designee.

TYPICAL TASKS

- Promotes public relations by assisting park visitors.
- Enforces all County rules and regulations to ensure the safety of park guests and the security of the facilities.
- Prepares accurate reports as assigned. This may include the collecting and reporting of data concerning attendance, vandalism, public concern, fee collection, and potential facility hazards.
- Incumbent must be willing to work weekends, holidays, and varied hours dependent upon seasonal programs and special events.
- Open, close and inspect specified park facilities as assigned.
- Provide daily refuse collection as it would pertain to all trash receptacles, picnic areas, roadways, and grounds. Picnic shelters will require multiple inspections on both weekends and holidays per the shelter reservation schedule.
- Daily Inspection and Cleaning of comfort station.
- Maintain pertinent contact with the Parks and Recreation Department as required.
- Performs other duties as may be assigned.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

Comprehensive knowledge and demonstrated abilities in the exercise of good judgment in routine and emergency situations and maintain positive working relationships with both fellow employees and the public. Must have the ability to prepare and record varied reports, memos, and communications in a proper manner.

TRAINING, EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to graduation from high school. Incumbent should have a minimum of one year of experience in public service.

SPECIAL REQUIREMENTS AND RELATED OBLIGATIONS

Must have the ability to work weekends and holidays; must have a successful criminal background check.

The successful applicant will possess and maintain a valid Virginia Motor Vehicle Operator's License. Note: Applicant must have and maintain a driving record acceptable to Franklin County and its insurance carrier(s).

PHYSICAL DEMANDS

Involves frequent walking and occasionally over rough or uneven terrains; lifting and carrying objects weighing 15-50 pounds, with occasional lifting of items weighing over 100 pounds. Involves climbing ladders, stooping and crawling in confined spaces; Frequent operation of vehicles, shop and hand tools, requiring manipulative skills and hand-eye coordination.

WORK ENVIRONMENT

Exposes employee to potentially minor injuries, and infrequently, to adverse weather conditions. Regular contact is made with individuals from other internal organizational units and occasionally with the general public.

This description provides information regarding the essential functions of the designated job, and the general nature and level of work associated with the job. It should not be interpreted to describe all the duties whose performance may be required of such employees or be used to limit the nature and extent of assignments such an individual may be given.

(Last Updated 10-28-04)

FLSA Status:

Exempt
 Non-Exempt

Recommended by:

Dept. Head

Date

Reviewed as to form and content:

Personnel

Date

Approved:

County Administrator

Date