

City of Barnwell Parks & Recreation Attendant

Job Title: Parks & Recreation Attendant

Department: Parks & Recreation

Reports To: Director and/or Supervisor

FLSA Status: non-exempt

Prepared By: HR

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Approved By: HR/Admin

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Summary Full-time Position Performs semi-skilled work in the care and maintenance of parks, playing fields, and other landscaped and recreation areas; performs semi-skilled maintenance and repair to park facilities. Provides a variety of recreational activities program support in assigned locations. Work is performed under the direction of the Director and/or supervisor of Parks and Recreation.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Mows, trims, edges, fertilizes and waters parks, playing fields and other landscaped areas.

Weeds, prunes, mulches, fertilizes, and sprays trees, plants and shrubbery.

Prepares soil for planting; seeds and re-sods lawn areas; plants trees, seedlings and shrubs.

Installs, repairs and maintains irrigation systems; adjusts, repairs and replaces timing mechanisms.

Inspects assigned areas; corrects or reports safety hazards.

Cleans and maintains park grounds, athletic fields, paved areas and paths.

Paints, repairs and installs benches, swings, playground equipment and other park fixtures.

Grooms and prepares ball fields and other park facilities for public use.

Mixes and applies herbicides, fungicides and pesticides. May require an appropriate Pesticide Applicator's license, certification training provided through City.

Operates and maintains a variety of hand and power landscaping tools and equipment, including hand and power mowers, spreaders, edgers, blowers, hedge trimmers, weed eaters, chainsaws, rakes, shovels, hoes, brooms and other tools.

Operates trucks, trailers and tractors with attachments.

Observes safe work methods and uses safety equipment; secures worksites from safety hazards as necessary; attends safety meetings.

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Responds to questions and complaints from the public; carries out assignments in a non-disruptive manner in areas receiving heavy public use.

Provides input for the implementation of goals, objectives, policies, procedures and work standards for the department.

Provides direct support and participates in the delivery of a variety of sports and recreational programs offered by the department at city and school district program sites.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Technical Skills - Pursues training and development opportunities; Strives to continuously build knowledge and skills.

Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance.

Interpersonal Skills - Listens to others without interrupting; Keeps emotions under control.

Oral Communication - Listens and gets clarification; Responds well to questions.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Supports organization's goals and values.

Planning/Organizing - Uses time efficiently.

Professionalism - Approaches others in a tactful manner; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Looks for ways to improve and promote quality; Monitors own work to ensure quality.

Quantity - Completes work in timely manner; Strives to increase productivity.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

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Adaptability - Adapts to changes in the work environment; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to long hours of work when necessary to reach goals.

Initiative - Volunteers readily; Undertakes self-development activities; Asks for and offers help when needed.

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; or equivalent combination of education and experience.

Language Skills

Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.

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 apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

Certificates, Licenses, Registrations

Valid Driver's License.

Other Skills and Abilities

Able to run machines such as weed-eaters, lawn mowers and other similar type of equipment.

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Physical Demands The physical demands described here are representative of those that must be met by an employee 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 stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit; climb or balance and taste or smell. The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

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 this Job, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The employee is frequently exposed to vibration. The employee is occasionally exposed to wet and/or humid conditions; fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

Background Investigation and Employment Drug Testing Employment is contingent upon background investigation as well as the results of a pre-employment drug examination. All employees are subject to random testing for drugs and alcohol.

DISCLAIMER: THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT AGREEMENT OR CONTRACT. MANAGEMENT HAS THE EXCLUSIVE RIGHT TO ALTER THIS JOB DESCRIPTION AT ANYTIME WITHOUT NOTICE.