



JOB DESCRIPTION

JOB TITLE:	Park Attendant	FLSA:	Non-Exempt
DEPARTMENT:	Parks & Recreation	DATE:	3/19/2019
REPORTS TO:	Parks and Recreation Director		
BARGAINING UNIT:	Non-Represented		

SUMMARY:

Responsible for maintaining the City of Kentwood parks and trails throughout the summer. This position provides a safe clean environment for the citizens to enjoy.

ESSENTIAL FUNCTIONS:

*Essential functions as defined are ILLUSTRATIVE ONLY and not a comprehensive listing of all functions and duties performed by incumbents within this classification. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Cleans restrooms and shelters.
- Pulls and trims weeds in landscaped areas and along trails.
- Picks up ground trash.
- Posts reserved signs and prepares the shelters prior to rentals.
- Available to assist before, during, and after reservations.
- Reports general park maintenance problems.
- Demonstrates courteous and cooperative behavior when interacting with public and staff; acts in a manner that promotes a harmonious and effective workplace environment.

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 and/or skill required.

Education and Experience:

High School Diploma/GED; AND must be 18 years of age or older.

Required Certificates, Licenses, and Registrations:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Valid driver's license.

Required Knowledge and Skills

Knowledge of:

- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

PARK ATTENDANT (continued)

Skills in:

- Effective verbal and written communication.
- Establishing and maintaining effective working relationships with co-workers, public officials, community organizations, City staff and the public.
- Using initiative and independent judgment within general policy guidelines.
- Following and maintaining safety standards.
- Following verbal and written instructions.

PHYSICAL/MENTAL REQUIREMENTS:

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

Mobility to work in an outdoor setting, use standard office equipment and stamina to perform heavy labor for extended periods of time; agility to perform maintenance activities; strength to lift and carry up to 50 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone.

WORKING ENVIRONMENT:

While performing the duties of the job, the employee will be exposed to outside weather conditions, and rough or uneven terrain, odors, chemicals and dust.