

**PARK ATTENDANT
351**

DEPARTMENT: Community Services/Parks and Recreation

NATURE OF WORK:

Assists patrons, monitors activities, and maintains the general cleanliness of parks. Work is performed under supervision of assigned park staff.

ESSENTIAL FUNCTIONS OF THE JOB:

Directs patrons to park areas and provides instruction for use.

Collects and transmits fees.

Accepts reservations and schedules facilities.

Opens park facilities.

Answers telephone. Responds to a variety of questions regarding park operations.

Operates equipment check out service.

Maintains general cleanliness of park. Picks up litter; cleans rest room facilities; cleans shelters.

Maintains supplies.

Assists with special facility arrangements.

Inspects park facilities to help ensure safe and proper conduct of patrons.

Performs minor repairs and maintenance to equipment, grounds, and any park structures.

Assists program staff as assigned.

Performs work safely in accordance with departmental safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed at one or more County Parks. Operates telephone and cash register. Operates small Cushman truck to collect and dispose of trash. Requires considerable movement throughout the park. Requires working outdoors occasionally in unpleasant weather conditions. May be assigned to other parks as needed.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of cleaning methods and sanitation requirements.

Ability to communicate effectively both orally and in writing.

Ability to operate a standard cash register and to make cash transactions.

Ability to interact courteously and effectively with the general public.

Ability to tactfully enforce rules and regulations.

Ability to work independently and make decisions in accordance with policies and procedures.

Ability to perform minor maintenance and repairs to park equipment, grounds, and park structures.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent; previous experience working with the public preferred; or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above.

NECESSARY SPECIAL QUALIFICATIONS:

Requires a post-offer drug test, criminal history record check.

Valid Virginia driver's license.