

ESSENTIAL DUTIES

Title: PARK ATTENDANT

GENERAL PURPOSE

Performs a variety of skilled and unskilled tasks in the custodian care and maintenance of Antrim County Parks, while providing service to the public.

SUPERVISION RECEIVED:

Works under the supervision of the Park Manager or designate.

SUPERVISION EXERCISED

None generally. May supervise temporary employees or community service workers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintenance of campgrounds, such as:
 - a. Remove garbage from sites and trash cans;
 - b. Clean the outjohns and bathhouse facilities toilets, sinks, walls, floors, mirrors, benches, windows, screens and drains;
 - c. Landscaping: Planting of trees and flowers, transporting dirt to beach paths and playground equipment;
 - d. Cleaning beach area;
 - e. Painting: Site posts, signs, buildings, tables, trash barrels and railings;
 - f. Cleaning campsites: Picking up litter, raking and emptying fire pits;
 - g. Repair snow fence, site posts and outjohns;
 - h. Help construct picnic tables;
 - i. Weeding and fertilize eight gardens;
 - j. Cleaning showers and mats;
 - k. Cleaning Office: Counters, walls, floors, windows, screens and blinds;
 - l. Hand trim grass around buildings, rails, posts, other park equipment, mowing grass;
 - m. Clean picnic areas: Pick up litter, wash tables, sweep pavilions and remove ashes from grills;
 - n. Restock park supplies;
 - o. Change light bulbs and fluorescent tubes;
 - p. Must be able to help lift and stack picnic tables;
 - q. Must be able to sweep and rake.
2. Taking messages to campers and answering any questions they may have regarding the park.
3. Filling out forms for people requesting picnic reservations for both Barnes Park and Elk Rapids Day Park.
4. Selling firewood.
5. Collection of Registration Fees (from Campers - Barnes Park only).
6. Responsible for work keys.
7. Enforce rules and regulations of the Park.
8. May need to perform peace keeping functions.
9. Must be able to make change while collecting registration fees, selling firewood and picnic reservations.
10. Inspects and maintains assigned custodial equipment and small tools for proper operating condition.
11. Opens and closes, locks and unlocks facilities as needed.
12. Keeps records of work completed.
13. Maintains current skills and knowledge in the proper and safe techniques of building and grounds

- maintenance.
14. All other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Any combination of experience and training which demonstrates the knowledge and experience to perform the work.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of equipment, materials and supplies used in building and grounds maintenance; Working knowledge of equipment and supplies used to do minor repairs; Some knowledge of first aid and applicable safety precautions;
- (B) Skill in operation of listed tools and equipment.
- (C) Ability to work independently and to complete daily activities according to work schedule; Ability to lift heavy objects, walk and stand for long periods of time; Ability to communicate orally and in writing; Ability to use equipment and tools properly and safely; Ability to understand and follow written and oral instructions; Ability to establish effective working relationships.
- (D) Possess a valid Michigan Drivers License.
- (E) Clean and neat in appearance, suitable for dealing with the public.

SPECIAL REQUIREMENTS

Must be willing to work weekends and holidays. Also must be willing to work any of the following shifts:

7:45 A.M. - 4:15 P.M.
11:45 A.M. - 8:15 P.M.
3:45 P.M. - 12:15 A.M.
7:45 P.M. - 4:15 A.M.
11:45 P.M. - 8:15 A.M.

TOOLS AND EQUIPMENT USED

Cleaners, mops, broom and dusting equipment. Operation of small power tools and equipment (i.e., chainsaw, mower, skill saw, electric drill), computer and vehicle.

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 reach with hands and arms. The employee frequently is required to stand; walk a minimum of two (2) miles per day; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, and the 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 occasionally works near moving mechanical parts. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic chemicals.

The noise level in the work environment is usually quiet to moderate during regular operations.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests maybe required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This description of essential duties does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Appointing Authority

Approval: _____
Supervisor

Effective Date:

Revision History: