

## **PARK ATTENDANT - ERCC**

### **SUMMARY**

This employee reports to the Community Center Supervisor. This position is primarily stationed at the East Ridge Community Center, Dog Park, Splash Pad, Pioneer Frontier Park, etc.

### **ESSENTIAL JOB FUNCTIONS**

- Assists with setup and breakdown of events such as parties, receptions, meetings, luncheons, expos, dances, sporting events, etc.
- Collects garbage from all park areas
- Cleans all bathrooms and restocks any necessary supplies in anticipation of usage until next stocking opportunity.
- Perform routine maintenance and inspections on equipment; report any malfunctioning equipment or abnormalities to the Supervisor
- Monitor the Splashpad and other outdoor facilities: i.e. the Pioneer Park, Curtis Adams Pavilion, East Ridge Dog Park, and outdoor restroom facility.
- Maintains facility rental equipment inventory (tables, chairs, PA System, sports equipment) and is familiar with venue and any applicable equipment rentals.
- All other duties as assigned.

### **KNOWLEDGE AND ABILITIES**

- Knowledgeable on City safety regulations, ensuring visitors and the public adhere to City safety policies;
- Ability to communicate and maintain an effective and courteous relationship with employees, public, facility lessees, attendees, and participants.
- Ability and willingness to work a schedule that varies including nights, weekends, and holidays.

### **PHYSICAL REQUIREMENTS**

- Ability to lift and carry up to 50 pounds; and pull, push, or drag up to 100 pounds of equipment;
- Ability to stand, walk, twist, bend, kneel, squat, and stoop for extended periods of time;
- Employee must be in such physical condition as not to impair their performance of the required duties

### **QUALIFICATIONS**

- High school diploma or GED
- Maintain a valid driver's license;
- One or more years' experience in Parks and Recreation, or equivalent field preferred.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by the employee in this job classification. Employee may be asked to perform job-related tasks other than those specifically presented in this description.*

*The city reserves the right to revise or change job duties as the need arises; this description does not constitute a written or implied contract of employment.*

APPROVED BY MANAGEMENT

DATE: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

EMPLOYEE

DATE: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name