



## TOWN OF SURFSIDE PARK ATTENDANT

DEPARTMENT: PARKS AND RECREATION

NON-EXEMPT

### GENERAL DESCRIPTION:

Provide wide maintenance of park facilities and grounds and maintains and provides customer service at park facilities and assists with various events. Work is performed under general supervision of the Recreation Supervisor and reviewed through results achieved.

### ESSENTIAL JOB FUNCTIONS:

1. Performs all types of manual labor related to parks maintenance.
2. Performs skill in the use of trade tools and equipment.
3. Responsible for inspections and utilizing all safety equipment and apparel which is provided in accordance with standard operating procedures within the division.
4. Sees that the parks are maintained properly.
5. Cleans and maintains Parks and Recreation facilities.
6. Responsible for all Park equipment.
7. Works with the public.
8. Enforces park rules, regulations and safety of park patrons.
9. Administers First Aid to patrons.
10. Performs work listed in Custodian position.
11. Performs other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

### MINIMUM QUALIFICATIONS:

#### KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to perform a variety of manual tasks.
- Ability to understand and follow oral and written instructions.
- Ability to get along with subordinates.
- Knowledge of parks maintenance.
- Good customer service skills.

#### EDUCATION AND EXPERIENCE:

High school graduation or possession of an acceptable equivalency diploma. One (1) year as a general laborer.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

#### LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Must have a valid Florida Driver's License.

**ESSENTIAL PHYSICAL SKILLS:**

- Moderate to heavy (45 pounds and over) lifting and carrying.
- Walking.
- Standing.
- Stooping.
- Driving.
- Equipment operation.
- Bending and kneeling.

**ENVIRONMENTAL CONDITIONS:**

- Works out-of-doors in various weather conditions with: dust, dirt, noise.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

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Revision History: 3/18/08; 4/24/08; 5/5/08; 4/10/12

**This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.**

Approved:

Town Manager's Signature: \_\_\_\_\_

