Park Attendant
Pulaski County

Department: Parks and Recreation
Supervision Exercised: None
Supervision Received: Facilities Manager
Work is performed with general instruction and supervision. Employee will undergo a six-month orientation period and will be evaluated at the end of the six-month term. Employee will be evaluated annually thereafter.

Classification (FLSA): Non-Exempt/Part-time

Age Requirement: Individual must be at least 16 years of age

REQUIRED TESTING/SCREENING, LICENSES, AND CERTIFICATIONS: Drug & Alcohol Testing, Background Screening, Current Driver's License, & Driving Record Required.

Alternate Essential OR Essential Employee: No

Residency Requirements: Not required.

Work Hours: Work hours will vary throughout the seasons – up to 29 hours a throughout the year**.** Up to Forty (40) hours per week for nine weeks during seasonal peaks; Frequent weekend work may be required.
Benefits Eligible: No
Leave Time Eligible: Yes

ESSENTIAL FUNCTIONS: The Park Attendant plays a critical role in ensuring the cleanliness, safety, and overall enjoyment of the parks and recreational facilities for the public. This position involves a variety of tasks including maintenance, customer service, and assisting with park programs and events. Maintains regular and reliable attendance and reports to work as scheduled and on time to perform the essential functions of the position. Physical presence on the job is required as essential functions and responsibilities are not suited to remote work. Maintains regular and reliable attendance and reports to work as scheduled and on time to perform the essential functions of the position.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

RESPONSIBILITIES:

- Performs routine maintenance tasks such as trash removal, cleaning restrooms, and picking up litter
- Conducts regular inspections of park facilities, playground equipment, and trails to ensure safety and cleanliness

- Assists in the maintenance of landscaping, including mowing lawns, trimming shrubs, and watering plants
- Reports any repairs or issues to the Park Supervisor promptly
- Provides friendly and informative assistance to park visitors, answering questions and providing information about park rules, amenities, and events
- Monitors park usage to ensure compliance with park rules and regulations, addressing any issues in a courteous and professional manner
- Handles emergency situations, such as administering basic first aid or contacting emergency services when necessary
- Assists with the setup, execution, and cleanup of park programs, events, and activities
- Works closely with other parks and recreation staff to support community events, ensuring they run smoothly and safely
- Helps promote park programs and events through distribution of flyers, posting notices, and direct visitor engagement
- Maintains accurate records of park usage, incidents, and maintenance activities
- Collects and reports feedback from park visitors to help improve services and facilities
- Assists with inventory management, including ordering and stocking supplies

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE

- Basic knowledge of maintenance, janitorial work, and landscaping tools and techniques.
- Knowledge of park rules, regulations, and safety practices.
- Basic knowledge of park facility and playground safety requirements.
- Knowledge of proper cleaning methods and the safe use of maintenance equipment and supplies.
- Basic knowledge of inventory management and recordkeeping procedures.

SKILLS

- Skill in performing routine maintenance, cleaning, and landscaping tasks.
- Skill in communicating effectively and courteously with park visitors, staff, and the general public.
- Skill in identifying and reporting maintenance needs, safety hazards, and facility concerns.
- Skill in maintaining accurate records of park usage, incidents, and maintenance activities.
- Skill in assisting with the setup, operation, and cleanup of park programs and special events.
- Strong interpersonal and communication skills

ABILITIES

- Ability to work independently and cooperatively as part of a team.
- Ability to follow instructions, established procedures, and safety guidelines.
- Ability to recognize potential hazards and respond appropriately to emergencies.
- Ability to provide courteous assistance and information to park visitors.
- Ability to perform physical outdoor work in varying weather conditions.
- Ability to organize tasks, manage supplies, and complete assigned duties in a timely manner.
- Ability to maintain a clean, safe, and welcoming environment for park visitors.

ADA REQUIREMENTS: Ability to lift and move up to 50 pounds; work outdoors in varying weather conditions; frequently bend, crouch, kneel, or assume other positions close to the ground and maintain those positions as necessary to complete job tasks; reach for and access objects at varying distances; walk, navigate varied work environments, and stand for extended periods; visually observe details at close range and at a distance; hear and distinguish sounds in the work environment; and communicate information and ideas clearly and accurately exchange information with others.

EDUCATION AND EXPERIENCE:

- Minimal requirement is current high school enrollment
- High school diploma or GED preferred
- College or graduate applicants preferred
- Enthusiastic about outdoor work and passionate about community service

PROFESSIONALISM AND CONFIDENTIALITY:

- Understands and consistently implements all County policies and procedures.
- Maintains confidentiality with all vendors and employee transactions and activities.
- Shares knowledge and assists other staff with day-to-day activities to promote effective teamwork to accomplish the goals of the County.

TRAINING AND JOB DEVELOPMENT:

- Successfully completes any required job-specific training as assigned
- Completes and maintains all mandatory safety, compliance, and regulatory training in accordance with County policy and applicable federal, state, and local requirements
- Participates in staff meetings, training sessions, and collaborative discussions to identify opportunities for improving departmental operations, efficiency, and customer service

Note: This job description is not intended to be all–inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Pulaski County reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all County policies and procedures.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job ***without*** **accommodation**.

OR

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job ***with*** **accommodation(s).**

Please list the accommodation(s) needed to fulfill the essential functions of this job description:

_____

_____

_____

Employee Name: _____

(Please print)

_____ _____

Employee Signature Date