

JOB TITLE: Park Attendant II GRADE: PTT Grade 3-1

**DEPARTMENT:** Parks and Recreation **FLSA** Non-Exempt

STATUS:

**REPORTS TO:** Parks Supervisor

## **GENERAL DEFINITION OF WORK:**

Responsible for making regular inspections of park buildings, grounds and parking lots and reporting any irregularities to the proper authorities and keeping restrooms and pavilions clean. Duties include set-up for large functions, providing outstanding customer service, working different or longer shifts as needed. This position will be assigned to multiple parks.

## **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- 1. Makes regular rounds through park grounds and inside/outside of buildings to watch for fires, water leaks, lighting deficiencies, prowlers or any other irregularities.
- 2. Cleans pavilions and restrooms on a daily basis.
- 3. Patrols parking lots and other specifically designated ground areas to assure that unauthorized vehicles or persons are not located present and contact law enforcement authorities.
- 4. Opens and lock gates to assure that unauthorized persons do not enter park property.
- 5. Directs traffic and controls parking during scheduled events when necessary.
- 6. Answers questions from park users and assists public with special events, provides assistance to customers with set-up of the facility, field lighting issues, troubleshooting problems and provides the department with documentation of customer's billable services.
- 7. Checks fire alarm system, play area and related park equipment, windows and doors of restrooms and other park facilities to ensure they are locked or in operating order.
- 8. Records any unusual incident or accident incident and reports such incidents to supervisor.
- 9. Works varying hours dependent upon needs of the customers.
- 10. Performs related work as required.

# **KNOWLEDGE, SKILLS AND ABILITIES:**

- 1. Ability to quickly gain working knowledge of the physical characteristics of the park grounds and facilities; as well as all rules, regulations and procedures involved.
- 2. Ability to exercise alertness and judgment as necessary.
- 3. Ability to work in varying weather conditions.
- 4. Ability to interpret and follow oral and written instructions.
- 5. Ability to troubleshoot issues as they come up to ensure the efficient operation of the facility and function.

#### **EDUCATION AND EXPERIENCE:**

1. High School Diploma or equivalent.

2. Prior experience as a security guard or watchman desirable. A comparable amount of training and experience may be substituted for the minimum qualifications.

## PHYSICAL REQUIREMENTS:

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, personal computer, calculator, copier and fax machine. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

## **SPECIAL REQUIREMENTS:**

Possession of a valid driver's license

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

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Current County Employees (Internal Candidates) are required to use an Internal Application (including resume) when applying or Apply Online: https://www.washco-md.net/internal-jobs.

Washington County is an Equal Opportunity Employer. Individuals requiring special accommodations or assistance are requested to contact the Human Resources Department at 240-313-2350, Voice or TDD (D/HH use 711) M/F/H/V.

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