

## CITY OF GREENACRES

### POSITION DESCRIPTION

<b>Position Title:</b> Parks Attendant	<b>Job Code No.:</b> 7068
<b>Department:</b> Public Works	<b>Classification:</b> Non-exempt
<b>Full-Time</b> <input type="checkbox"/> <b>or Part-Time</b> <input checked="" type="checkbox"/> (check one)	<b>Hours/wk or Shift:</b> varies
<b>Reports to:</b> Parks Maintenance Supervisor	<b>Effective Date:</b> 7/22/2010
<b>Directly supervises:</b> N/A	<b>Revised:</b>

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**Position Summary:** Patrols the City's park and recreation facilities to enforce park codes and regulations. Also performs basic maintenance of parks and public facilities.

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#### **Essential Duties and Responsibilities:**

*(The duties listed are intended to serve as an example of the typical functions performed. They are not exclusive or all-inclusive and will vary with assignments.)*

- Patrols City parks and facilities, on foot and/or by vehicle, to enforce park codes and regulations to prevent damage, destruction and theft to recreation grounds and facilities.
- Inspects City parks and facilities periodically; reports problems and deficiencies to supervisor.
- Performs field lighting, playground, athletic equipment and other safety inspections.
- Prepares various athletic fields and courts for safe play.
- Inspects facilities regularly and performs emergency cleaning.
- Disposes of trash collection and litter removal at city parks and facilities.
- Issues Small Group Field Use Permit.
- Coordinates pre and post-rental inspections for athletic fields and park pavilions.
- Ensures that the public adheres to applicable rules and regulations of Parks and rental facilities.
- Opens and closes athletic field gates and concession stands as required.
- Cancels field lighting through automated system as required for no shows or rain-outs.
- Performs basic grounds maintenance at various City parks and facilities.
- Performs minor preventive maintenance on tools and equipment. Follows safety rules and regulations of the City and the Department including utilization of personal protection equipment Transports Trustees to/from Correctional Facility.
- Performs other duties as assigned.

#### **Knowledge, Skills and Abilities Requirements:**

- Knowledge of:

