

PARK ATTENDANT/BOAT WASH OPERATOR
JOB DESCRIPTION

General Function:

Under the supervision of the Parks Manager, this person: (1) performs a variety of tasks that support the effective operation of Prairieville Township's parks; and (2) implements a watercraft inspection/decontamination program.

Essential Functions:

The essential functions of this position include, but are not limited to:

- *Performs visitor assistance services such as answering questions, giving directions, responding to complaints and conveying and explaining park regulations;
- *Performs park entry fee collection procedures, if required;
- *Assists in the removal of park entry fees from collection deposit canisters according to written cash handling procedures;
- *Performs routine maintenance tasks such as litter removal, restroom cleaning and stocking, refuse container emptying and relining, basic repair of fences, park tables/benches, buildings and other park equipment and painting;
- *Performs routine grounds maintenance (weeding, watering, maintenance of a pleasant physical appearance, etc.)
- *Opens and/or closes parks as assigned by the Parks Manager or Assistant Parks Manager;
- *Performs all watercraft inspection and decontamination procedures as specified in the "Aquatic Invasive Species Training Manual";
- *Performs other functions as assigned by the Parks Manager or Assistant Parks Manager;
- *Completes and submits daily work logs in a timely manner; and
- *Performs all tasks in compliance with the requirements specified in the current "Personnel Policies and Procedures" handbook.

Minimum Qualifications/Skills Required

- *Possesses a working knowledge of park rules and regulations (within a month or less of employment starting date);
- *Possesses basic knowledge about aquatic invasive species and the need for their control (upon completion of training program);
- *Can demonstrate basic cash handling competencies (counting change, etc.);
- *Can verbally communicate with park staff, township staff, police and other emergency personnel and park users in a clear, positive and pleasant manner
- *Possesses a valid State of Michigan driver's license;
- *Can work independently with a minimum of supervision;
- *Can pass both drug and background checks
- *Can pass a routine employment physical examination;

(over)

- *Is eligible for a work permit, if required;
- *Is available to work irregular, weekend and holiday hours;
- *Is physically able to move and/or lift up to sixty (60) pounds
- *Can read and comprehend work related documents including the "Personnel Policies and Procedures" handbook and the "Aquatic Invasive Species Training Manual";
- *Can attain a satisfactory score on a knowledge and competency test regarding information in the "Aquatic Invasive Species Training Manual";
- *Can legibly complete required work logs and other reports and forms as required;
- *When working unsupervised, displays sound judgment regarding when to contact the Parks Manager or Assistant Parks Manager (ie emergency situations, failure of equipment, dangerous or unruly behavior of park visitors, etc.);
- *Maintains a well groomed appearance;
- *Wears job appropriate attire including apparel containing the Parks and Recreation Commission's logo (if provided);
- *Consistently reports to work on time;
- *Maintains a high rate of attendance;
- *Works well with other staff members;
- *Responds in a positive manner to all directives by and feedback from the Parks Manager.

Reports Directly to: Parks Manager

Rev 05/23/16