

**Parks & Recreation Park Attendant
Pulaski County**

Department: Parks and Recreation
Supervision Exercised: None
Supervision Received: Facilities Manager

Classification (FLSA): Non- Exempt, Part-Time, Seasonal

REQUIRED TESTING/SCREENING & CERTIFICATIONS: Drug & Alcohol Testing, Background Screening & Driving Record required

AGE REQUIREMENT: At least 16 years

Work Hours: Up to Forty (40) hours per week for nine weeks

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.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed above and below are representative of the knowledge, skill and/or abilities required. Reasonable accommodation may be made to enable an individual with disabilities to perform the essential functions of the job. The individual must possess a Valid Virginia Driver's Permit. Physical presence required for position as work must be performed onsite at Pulaski County facilities and is not conducive to remote work.

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

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- 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:

- Strong interpersonal and communication skills
- Ability to work independently and as part of a team
- Ability to work cordially and professionally with staff members and the general public
- Enthusiastic about outdoor work and passionate about community service
- Committed to maintaining a welcoming environment for all park visitors

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. The position also requires the ability to move a minimum of 50 pounds; ability to work outdoors in a variety of weather conditions; ability to frequently lower self toward the floor in a variety of positions, and maintain those positions to achieve work objectives; the ability to extend self to obtain access to objects at short distance; the ability to traverse work environments or remain stationary in an upright position; the ability to observe with clarity details at close range and at a distance in one's environment; the ability to discern sounds in one's environment and communicate information and ideas understandably with others and accurately exchange information in work situations

EDUCATION AND EXPERIENCE:

- Minimal requirement is current high school enrollment
- College or graduate applicants, preferred
- Basic knowledge of maintenance and janitorial work
- Basic knowledge of landscaping tools and techniques

PROFESSIONALISM AND CONFIDENTIALITY:

- Understands and consistently implements all County policies and procedures
- Shares knowledge and assists other staff with day-to-day activities to promote effective teamwork and accomplish the goals of the department

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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 Administration 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.
- 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

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