



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically detailed in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually described in this job description.

WALLER MILL PARK ATTENDANT

Department: Parks and Recreation

Classification: Part-time; Hourly; Non-Benefited

JOB SUMMARY

This position assists with the daily operations and maintenance of Waller Mill Park as well as programs and activities held at the park. This position is directly supervised by the Park Superintendent.

ESSENTIAL JOB FUNCTIONS

- Provide excellent customer service to guests at the park as well as on the telephone.
- Assist customers on and off boats.
- Assist patrons in completion of required forms and collect fees.
- Oversee usage and registration of the dog park.
- Assist with reservation of shelters.
- Assist customers with rentals and retail sales.
- Enforce rules and regulations at the park.
- Responsible for general maintenance and up keep of park and amenities.
- Responsible for park beautification and basic landscaping.
- Cleans and maintains bathrooms and completes other housekeeping duties.
- Responsible for daily litter and trash removal.
- Assist with snow removal.
- Notify the Park Superintendent of all employee work-related injuries/accidents and completes appropriate forms.
- Assist with registration of program participants as needed.
- Assist with special events, projects and programming.
- Assist Parks and Recreation staff as needed.
- All other duties as assigned by Park Superintendent.
- Assist with City in event of an emergency in preparing the park to reopen.

QUALIFICATIONS

Education and Experience:

- Minimum of high school education or equivalent GED.
- Experience with customer service.
- CPR/AED Certification required within three months of hire date.
- Valid Virginia Driver's License
- Boater's License required within three months of hire date.

Special Qualifications:

- Training on the operation of the rescue boat.

Preferred Qualifications:

- None Specified.

Knowledge, Skills and Abilities:

- Frequent walking, standing, and stooping.
- Occasional lifting and carrying of 50-100 pounds.
- May involve operation of office equipment.
- May involve physical activity as demanded by involvement in park programs.
- Basic computer skills and general knowledge of Microsoft Office Suite.
- May have to work in adverse weather conditions.
- Ability to communicate well with individuals and groups.
- Requires the ability to make independent judgments.
- Ability to recruit and utilize volunteers.
- Ability and knowledge to operate hand and power tools.
- Knowledge of high quality customer service.
- Knowledge of use of kayaks, canoes, and boats.
- Knowledge of rules and regulations regarding the operation of the rescue boat.

PHYSICAL DEMANDS

The work requires the ability to exert moderate but not constant physical effort to perform medium work, typically involving some combination of balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, walking and may involve some lifting, carrying, pushing and/or pulling of heavy objects and material (exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.), visual perception and discrimination, the ability to perceive and discriminate sounds, perceive and discriminate color, perceive odors, and require oral communications.

WORK ENVIRONMENT

Work is regularly performed in a safe and secure outdoor work environment that may periodically have unpredicted requirements or demands.