



POSITION DESCRIPTION

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| TITLE: | Seasonal Park Attendant |
| DEPARTMENT: | Parks and Trails |
| SUPERVISOR: | Parks and Trails Supervisor |
| STATUS: | Non-Exempt/Non-Union |

PRIMARY OBJECTIVE OF POSITION

The Parks and Trails Department is responsible for providing the users of the City's park system with safe, properly maintained, and high quality facilities. This position is responsible for enforcing park and beach rules, performing general cleaning and light maintenance of park grounds and facilities, promoting safety and responding to and providing assistance in cases of injuries or water rescue attempts.

ESSENTIAL JOB FUNCTIONS

The essential job functions listed below are intended to describe the various types of work that may be performed. The omission of other duties not listed does not exclude them if the work is similar, related or a logical assignment to the position.

1. Monitor activities in the park and enforces all park and beach rules in order to ensure a safe environment for park users; any concerns should be reported to the Parks and Trails Supervisor.
2. Contact Police Department and/or Park and Trails Supervisor when rule or policy enforcement assistance is needed.
3. Must greet patrons in a friendly and courteous manner.
4. Ensure all park facilities are locked at the end of the day. Park Facilities include Berrywood Park, Loren Thompson Park, Oscar Kristofferson Park, Southdale Park, Whipple Beach Recreational Facility and Riverview Park Gates.
5. Pick up litter observed in the park grounds area, beach area, boat landing, and parking areas; empty trash receptacles when full and at the end of the day. All trash is to be placed in dumpsters. Keep trash areas clean.

6. Rake sand and remove weeds from beach.
7. Monitor restrooms for cleanliness and supplies, clean restrooms and replenish supplies as needed. Occasional washing of exterior of park buildings.
8. Operation of parks maintenance equipment and tools. Ensure that all equipment and tools are properly stored.
9. Ensure lifesaving and first aid equipment is in good repair and in position before, during and after your shift, and stored at the end of the day.
10. Assist park users in cases of injuries and assist with rescue/resuscitation procedures as learned through First Aid training; contact medical responders.
11. Ensure safety of all users through continual inspection of park property and amenities.
12. Complete daily report logs and accident/incident reports.
13. Park openers and closers are responsible for unlocking and locking park restrooms; clean kitchen areas.
14. Mow and trim picnic and green space areas; prep and maintain athletic fields.
15. Assist with maintenance and repair of facilities.

KNOWLEDGE, SKILLS AND ABILITIES

1. Ability to demonstrate safe equipment operation and working conditions.
2. Ability to work with the public in a friendly and courteous manner.
3. Ability to communicate positively and effectively with the public and co-workers.
4. Must demonstrate initiative and display a positive and constructive attitude.
5. Ability to lift objects weighing up to 40 pounds and occasionally up to 75 pounds.
6. Ability to operate small equipment and hand tools.
7. Knowledge on the layout of recreational fields.

Additional Duties

Performs other duties as assigned or apparent.

REQUIRED QUALIFICATIONS

1. High school diploma, MN accredited GED, or currently enrolled as a student.
2. Possess a valid class D Minnesota driver's license.

DESIRED QUALIFICATIONS

1. Two or more years' experience in working with the general public.
2. Working knowledge of ball field maintenance and park grounds maintenance.
3. Experience working in a public works department.
4. First Aid training certifications.

It is the policy of the City of Baxter to provide equal employment opportunities to all persons. All employment policies and practices shall be non-discriminatory in compliance with federal laws, state statute, and local ordinances.

Revised April, 2014