



## Village of Palmetto Bay

### Position Description

<b>POSITION POSTING DATE:</b>	<b>FRIDAY, DECEMBER 5, 2014</b>
<b>POSITION CLOSING DATE:</b>	<b>FRIDAY, DECEMBER 19, 2014</b>

<b>POSITION TITLE:</b>	Park Service Aide
<b>FUNCTIONAL AREA:</b>	Parks & Recreation Department
<b>SALARY RATE/GRADE:</b>	Min. \$10.76 – Max. \$19.19; PG 2; this position is offered with no benefits
<b>CLASSIFICATION:</b>	Non-Exempt; Part-Time (29 hours or less per week)
<b>APPROVED/ UPDATED:</b>	August 2012/ January 2013

#### **General Summary**

This position is responsible for the general maintenance of park facilities, the safety of park patrons and visitors, and the enforcement of all park rules and regulations.

#### **Supervision Received and Exercised**

This position is supervised by the Parks and Recreation Supervisor or a designee appointed by the Department Director. The Park Service Aide does not exercise any supervisory responsibilities.

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

- ◆ Performs general maintenance and custodial tasks for Village parks as necessary, including but not limited to, pressure cleaning, litter removal, graffiti removal, painting of non-building structures such as park furniture and other amenities, trash pick-up and disposal, sweeping, mopping, vacuuming, wiping, floor waxing/buffing, raking, restroom cleaning and other related maintenance and custodial work.
- ◆ Performs limited landscaping duties to include light trimming/pruning, planting, weed removal, and other related duties as assigned; conducts routine maintenance tasks such as, watering trees, shrubs, plants and flower beds.
- ◆ Performs minor repairs to park buildings and playground equipment involving manual, semi-skilled work.
- ◆ Prepares and cleans the ball fields as required.
- ◆ Assists in park safety inspections; identifies and reports unsafe conditions and/or potential safety hazards.
- ◆ Assists in the coordination of special events, recreational programming and/or specified activity.
- ◆ Maintains parks facilities in a clean, neat and safe condition at all times.
- ◆ Enforces safety and other park rules and regulations; and provides assistance to park patrons.
- ◆ May occasionally substitute or assist in tennis center office.
- ◆ Performs related work as required by the supervisor.



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#### **Minimum Qualifications**

- ◆ High School Diploma or GED.
- ◆ Must hold a valid motor vehicle operator's license.
- ◆ Must be fluent in the English language.
- ◆ Prior experience in recreational work preferred.

#### **Other Required Competencies**

- ◆ Must possess excellent customer service skills, and be able to deal with people effectively, courteously, and enthusiastically.
- ◆ Requires limited knowledge of the materials, methods and equipment typically used in recreational work and clean up duties.
- ◆ Ability to recognize and prevent dangerous situations from arising.
- ◆ Ability to assist in enforcing facility rules.
- ◆ Ability to work independently and understand and follow oral and written instructions.
- ◆ Knowledge of basic rules of safety and ability to enforce applicable rules and regulations.
- ◆ Must be available to work nights, weekends and holidays; must be punctual.

#### **Working Conditions and Physical Requirements**

- ◆ Work is primarily performed outdoors in all climate conditions with full exposure to the elements; some work may also be performed indoors.
- ◆ Requires physical strength and agility to perform assigned tasks, which include, but are not limited to, bending, twisting, walking, climbing, reaching, lifting, moving or carrying objects which may weigh more than 25 pounds.
- ◆ May be exposed to chemicals, solvents, dust, grease/oil, fumes, vibration and noise.
- ◆ Specific vision abilities required by this job include distance vision, peripheral vision, and depth perception.
- ◆ Must be able to hear clearly even in a noisy environment.
- ◆ Must have the manual dexterity to operate a variety of hand and power tools.

**The minimum requirements may be waived by the Village Manager based on experience and other qualifications. The Village of Palmetto Bay reserves the right to update and/or change this job description at any time. The Village of Palmetto Bay is an Equal Employment Opportunity Employer and Drug-free Workplace.**

**Once a conditional offer has been made, selected applicants are required to complete all requisites established by the Village for employment, which may include verification of employment, a national criminal background check, a review of the applicant's driving record, and a drug/alcohol test.**