Village of Palmetto Bay

Position Description

POSITION POSTING DATE:	**THURSDAY, MAY 5, 2016**
POSITION CLOSING DATE:	**OPEN UNTIL FILLED**

No applications will be accepted after 5:00 p.m. (local time) on the closing date.

POSITION TITLE:	Park Service Aide
FUNCTIONAL AREA:	Parks & Recreation Department
PAY GRADE:	PG 11
PAY RANGE:	Min.: $10.76 Hourly
	Max.: $17.28 Hourly
CLASSIFICATION:	Part-Time; Non-Exempt (29 hours or less per week)
APPROVED/UPDATED:	2003/ August 2015

General Summary

This position is responsible for assisting and directing park patrons and enforcing park rules and regulations. Also maintains the cleanliness of Village parks.

Supervision Received and Exercised

This position is supervised by the Parks and Recreation Supervisor or designee. Park Service Aides do not exercise any supervisory responsibilities.

Essential Duties and Responsibilities

- Performs tasks related to park cleanliness and maintenance such as cleaning recreation room, restrooms, shelters, dugouts, etc…, picking up and disposing of trash/litter throughout the park, emptying trash receptacles, blowing dirt and landscape debris, graffiti removal, cleaning and clearing sidewalks, trails, concrete pads, playground & tennis center surfaces, and parking areas.
- Maintains and cleans park equipment, furniture and park amenities.
- Requisitions and re-stocks supplies in restrooms and recreational rooms as necessary.
- Prepares and cleans athletic fields, as directed.
- Waters and cleans landscaped areas and field turf, when necessary.
- Performs safety inspections of park facilities and equipment; reports unsafe conditions and/or potential safety hazards to immediate supervisor.
- Assists in the coordination and set up of special events, recreational programming and/or specified activity.
- Enforces and communicates park ordinances, rules, regulations and policies to park patrons and the general public.
- Performs related work as required by the supervisor.
- Greets the general public and provides assistance when needed.

Minimum Qualifications

Education & Experience

- High School Diploma or GED and prior experience in custodial or maintenance work.
- Must hold a valid motor vehicle operator's license.
- Prior experience in customer service work preferred.

Other Required Competencies

- Ability to operate a golf cart, park utility vehicle, field groomer, and pick-up truck.
- 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, such as a powered blower.

The minimum requirements may be waived by the Village Manager. 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.