



JOB DESCRIPTION

JOB TITLE: Park Aide III

JOB CODE: 2900

DEPARTMENT: Community Services/Parks & Recreation

FLSA STATUS: Non-Exempt

REPORTS TO: Park Ranger

SUMMARY OF JOB PURPOSE

Assists with the regular operation, facility maintenance, and grounds keeping activities of the park, recreational area, or historic site assigned; may assist with the collection of park-use fees.

ESSENTIAL FUNCTIONS

1. Performs grounds keeping and maintenance of parks and grounds including mowing, trimming, edging, weed spraying, planting, mulching, irrigation maintenance and repair, aerating, and fertilizing.
2. Performs general building maintenance and custodial upkeep to include painting, staining, minor carpentry, drinking fountain maintenance, and cement repair and finishing; ensures cleanliness of buildings including restrooms, shops, break rooms, etc.; removes graffiti, trash, and debris from all areas; cleans up spills and unsanitary conditions when they occur; provides pest control.
3. Prepares athletic fields and recreation facilities for use in athletic activities and special events; performs ball field maintenance including rock removal, painting lines, rebuilding mounds, dugout maintenance, etc.; provides equipment maintenance and placement including goals, bleachers, play equipment and surfacing, temporary fencing, etc.
4. Operates various gas and diesel powered equipment, power tools, and hand tools while performing repair and preventative maintenance of facilities and grounds; maintains equipment and components as necessary.
5. Assists with the maintenance of the facility reservation system, assigns camp locations, collects user fees, issues receipts, and properly handles cash register.
6. Provides information pertaining to park and recreation facility use, safety requirements, and points of interest.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

No minimum education; must have the ability to understand and follow instructions and learn new skills; one (1) year previous experience with grounds keeping and general building maintenance required.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; speak effectively before groups of customers and/or employees.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; deal with problems involving several concrete variables in standardized situations.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of gardening and grounds keeping methods as well as skill in the use of gardening and grounds keeping tools, equipment, and materials; knowledge of names, characteristics, and functions of common hand and power tools used in the maintenance of parks as well as proper safety precautions and procedures for operation; knowledge of accepted methods for planting, cultivating, and trimming flowers, plants, trees, shrubs, and lawns.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License and an acceptable driving record.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee is occasionally required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 70 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

While performing the duties of this job the employee is regularly exposed to outside weather conditions, wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, and toxic or caustic chemicals. The employee is occasionally exposed to the risk of electrical shock and vibration and the noise level in the work environment is usually loud.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

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