

## SEASONAL ORV ATTENDANT/SPECIALIST

### Genesee County Parks and Recreation Commission

**2019 Pay Rate: \$9.45**

#### GENERAL STATEMENT OF DUTIES:

Responsible for the daily operations of The Mounds ORV facility; Performs basic work in collection of fees and issuing of permits; provides security; disseminates park information; Performs a variety of basic park maintenance tasks which require fine and gross motor skills; may be required to operate light equipment; works under supervision, and performs related duties as required.

#### STATEMENT OF TASKS:

- Issue permits; collects fees; prepares and maintains bookkeeping records such as sales, inventory, and registration reports, and bank deposits.
- Responsible for a cash drawer.
- Inspects off-road vehicles to determine compliance with state laws and park rules.
- Inspects facility to identify potentially hazardous conditions and takes corrective action.
- Performs grounds maintenance including mowing, raking, seeding, watering, planting, fertilizing, gather refuse and rubbish.
- Ensure park visitors comply with all applicable park rules and regulations.
- Disseminates information on park facilities, activities, and related park programs.
- Keeps facility clean and in orderly fashion.
- Performs routine custodial work in park buildings.

The tasks specified above are intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

#### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Good knowledge of business mathematics.
- Ability to prepare necessary reports and records.
- Ability to understand and carry out oral and written directions.
- Ability to maintain good interpersonal relationships and communicate effectively with the general public, as well as Park staff.
- Ability to assess and respond to emergency situations.
- Thorough knowledge of park rules, policies, and procedures.
- Ability to learn and apply park maintenance techniques.
- Ability to correctly use and care for hand tools and light equipment.

#### MINIMUM QUALIFICATIONS:

- Ability to read and write and being physically able to perform the work.
- Possession of a valid driver's license.

#### SPECIAL REQUIREMENTS:

- Must be willing to work weekends, holidays, and irregular hours.
- Will be required to wear a prescribed work uniform.
- Certification in first aid and CPR.
- Must be courteous in dealing with the general public, concessionaires, and fellow staff members.
- Applicant will be required to purchase OSHA approved safety-toed shoes/boots prior to beginning employment. After the first forty (40) hours of employment, the employee will receive \$50.00 towards the cost of the required safety-toed shoes/boots, during the first season of employment only. Two (2) uniform shirts will be provided, additional shirts may be purchased.