

## Operations Specialist Genesee County Parks & Recreation Commission

### GENERAL STATEMENT OF DUTIES:

Responsible for the dally operations of assigned revenue generating facility (Wolverine Campground, Boat Launches, Mounds ORV). Performs basic work *in* collection of fees and issuing permits; selling concessions; provides security; disseminates park information; works under supervision, and performs related duties as required.

### STATEMENT OF TASKS:

Issues permits, collects fees, prepares, and maintains bookkeeping records such as sales, Inventory, and registration reports and bank deposits, Registers visitors.

Ensures Park visitors comply with all applicable park rules, regulations, and state law.

Sells food, beverages, souvenirs, and other miscellaneous items in stores, concessions, and other locations.

Maintains an accurate inventory and stocks store with goods and supplies. Responsible for a cash drawer.

Maintains good public relations with park visitors and disseminates information on park facilities, activities, and related park programs.

Performs grounds maintenance keeps areas of use clean and in orderly fashion.

Performs routine custodial work in park buildings.

Assists *in* minor repairs to buildings and equipment.

Conducts programs for all ages.

The statement of tasks above is 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 the duties an employee assigned to this class may be required to perform.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to perform basic mathematical computations.

Ability to prepare necessary reports and records.

Ability to understand and carryout oral and written directions.

Ability to maintain good interpersonal relationships and communicate effectively with the general public, as well as Parks 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.

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MINIMUM REQUIREMENTS:

Ability to physically perform the work.  
Possession of a valid driver's license.

SPECIAL REQUIREMENTS:

Will be required to work weekends, holidays, and irregular hours as scheduled.  
Will be required to wear a prescribed uniform.

Must be courteous in dealing with the general public and fellow staff members.

All applicants will be Issued two (2) uniform shirts, additional shirts may be purchased.

Applicants for Wolverine Campground or Mounds ORV 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.