

## Seasonal Operations Coordinator Genesee County Parks & Recreation Commission

### GENERAL STATEMENT OF DUTIES:

Performs a variety of parks operations tasks in revenue generating facilities; performs responsible duties in maintaining the safety of park visitors; receives supervision from employees in higher grades but is also expected to work under own initiative; provides direction to subordinate employees; performs related work as required.

### STATEMENT OF TASKS:

Performs basic grounds maintenance at revenue generating facilities.  
Ensure Park visitors comply with all applicable park rules and regulations.  
Maintains good public relations with park visitors and disseminates information about facilities, park activities, and related park programs.  
Performs routine custodial work in park buildings.  
Assists In making minor repairs to buildings and equipment.  
Assists with scheduling and assigning work to subordinate employees.  
Assists with training subordinate employees in park maintenance procedures.

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 apply and teach park maintenance and operations techniques.  
Ability to correctly use and care for hand tools and light equipment.  
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 operate a wide variety of equipment.

### MINIMUM QUALIFICATIONS:

Ability to read and write and being physically able to perform the work.  
Possession of a valid driver's license.  
Three **(3)** years' experience as a park maintenance worker or parks operations specialist or maintenance experience, supervisory experience preferred.

### 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 staff.  
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.