



WARREN COUNTY PARKS AND RECREATION
DEPARTMENT
PARK ATTENDANT
JOB DESCRIPTION

- I. **Qualifications:** A candidate for this position should have experience in maintenance, program coordination, athletics, recreation, park management, laying off athletic fields, supervision, rules and regulations of games, and two years in recreation. They must be able to follow work orders and carry out assignments promptly. The person must be qualified and willing to plan, operate, and evaluate the park for general recreation enjoyment.

- II. **Pay Scale / Wage:** This is a part time position. The wage will be discussed at time of hire.

- III. **Job Description:** The individual hired for this position will be responsible for the following duties and tasks:
 - 1. Acting on all orders initiated by or through the Director or direct supervisor.
 - 2. Interpreting department policy.
 - 3. Requesting the various supplies needed to maintain the park.
 - 4. Recording and reporting concerning daily work done at the park.
 - 5. Meeting with supervisor concerning problems, fields, restrooms, etc. at the park.
 - 6. Cleaning of all buildings, grounds, fields, restrooms, etc. at the park.
 - 7. Repairing the building and facilities in the park.
 - 8. Setting up and distributing equipment of the park.
 - 9. Mowing grass on the athletic fields and other areas in the park.
 - 10. Marking off and preparing the fields and courts for athletic events.
 - 11. Coordinating with Business Manager for picnic shelters and field reservations for the park.
 - 12. General supervision of patrons in the park.
 - 13. Checking the fence around the park and making necessary repairs.
 - 14. Repairing of vehicles and equipment.
 - 15. Acquiring through the office needed fuel, oil and lubrication for operation of equipment.
 - 16. Looking out for and ensuring health, safety, and well-being of each person participating in the park.
 - 17. Picking up and disposal of garbage in the park.
 - 18. Completing all assigned work duties that are issued in work orders by the park manager..
 - 19. Understanding and agreeing to comply with WCPRD Employee Handbook and Warren County Policy and Procedure Manual.

By signing below I agree to complete the assigned tasks above and also fully understand that I may be asked to do other work-related duties and responsibilities as directed by the Director or Assistant Director of WCPRD.

WCPRD Employee Signature

Date

Witness Signature

Date

Director WCPRD Signature

Date