



## ***Village of Palmetto Bay Position Description – Park Service Aide***

Job Title: Park Service Aide

FLSA Status: Part-Time (24 - 28 hours per week)

**POSITION CLOSING DATE: MONDAY, SEPTEMBER 13, 2010**

### **General Summary**

Responsible for safety and supervision of participants in Village-coordinated functions and facilities. Responsible for the safety and maintenance of park facilities and the enforcement of all park rules and regulations.

### **Supervision Received and Exercised**

This position is supervised by the Park and Recreation Manager or Park Supervisor. The Park Service Aide does not exercise any supervisory responsibilities

### **Essential Duties & Responsibilities**

- ◆ Perform manual work in semi-skilled jobs involving maintenance, repair of buildings and grounds, and construction.
- ◆ Cleans and sets up room for recreational activities and/or party rentals.
- ◆ Required to perform custodial tasks, including but not limited to pressure cleaning, graffiti removal, painting, and other custodial duties.
- ◆ Required to perform light landscaping duties to include but not limited to mowing, tree trimming, tree pruning, planting, weed removal, and other landscape duties as assign my supervisor.
- ◆ General maintenance and clean up duties at the park such as the emptying of trash and recycling bins, sweeping, mopping and vacuuming floors, wiping down tables and chairs and other furnishings, replenishing toilet paper and hand towels, and cleaning concession area, restrooms, and ball fields.
- ◆ Conduct routine maintenance tasks such as litter removal, watering of plants and flower beds, and ball field preparation.
- ◆ Performs and coordinates minor maintenance work and grounds keeping duties in order to prevent equipment malfunctions and to provide a clean, safe, and orderly facility appearance; does minor repair work on recreational equipment.
- ◆ Assists with the coordination of recreational activities.
- ◆ Enforce safety and other park rules and regulations.
- ◆ Perform related recreational work as required and assigned by the Parks Supervisor or Parks and Recreation Manager.



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### **Minimum Qualifications**

- ◆ High School Diploma or GED
- ◆ Must be fluent in the English language
- ◆ Must hold a valid motor vehicle operator's license
- ◆ Must possess excellent customer service skills, and be able to establish good customer relations. Must have the ability to deal with people effectively, courteously, and enthusiastically
- ◆ Requires limited knowledge of the materials, methods and equipment typically used in recreational work and clean up duties
- ◆ Ability to recognize and prevent dangerous situations from arising.
- ◆ Ability to assist in enforcing facility rules.
- ◆ Ability to understand and follow simple, oral and written instructions
- ◆ Knowledge of basic rules of safety and ability to enforce applicable rules and regulations
- ◆ Requires physical strength and agility to perform assigned tasks, which include, but are not limited to, bending, twisting, walking, climbing, reaching, lifting and carrying
- ◆ Must be able to work independently and complete daily activities and tasks according to work schedule
- ◆ Must be available to work on weekends, nights, and Holidays.
- ◆ The minimum requirements may be waived by the Village Manager

### **Salary**

\$10.76/ Hourly