

CURRITUCK COUNTY JOB DESCRIPTION

**JOB TITLE: CCRC Park Attendant
NC Cooperative Extension Center**

GENERAL STATEMENT OF JOB

Under general supervision, monitors center activities, enforces ordinances and performs maintenance activities. Operates light machinery and equipment to mow grass, trim shrubbery, prune trees, edge walkways, rake leaves, and picking up trash and litter. Cleans, repairs, and maintains center buildings, grounds, restroom facilities, picnic areas, stables, trails, rings and storage facilities. Reports to the CCRC Director or designee.

SPECIFIC DUTIES AND RESPONSIBILITIES

Mows and trims grass with power mowers and string trimmers; prunes shrubbery; edges curbs and walkways; weeds flower beds; polices grounds, picking up debris and depositing in proper receptacle; monitors conditions of trails and clears as necessary.

Responsible for set up and take down of all event equipment, supplies.

Operation of tractor, manure spreader, drags, and arena equipment..

Assists in preparing landscape for planting.

Performs preventive maintenance and minor repairs on tractors, mowers, etc.

Cleans and sanitizes restroom facilities, maintains and repairs equipment, buildings and facilities.

Removes trash from containers and deposits at the Currituck County Transfer Station.

Monitors center activities and remains on-call during center hours (including weekends).

Enforces center ordinances and ensures upkeep.

Collection of user fees.

Supervises rental attendant, if any, and other part-time and seasonal employees (including community service workers and inmates).

Act with local law enforcement agencies to provide security measures.

Inspect and maintain center and equipment to a satisfactory and safe condition.

Restocks supplies in center facility restrooms.

Set up equipment at the beginning of each workday and take equipment down and place in storage at the end of each day.

Orders supplies as necessary to complete required tasks.

Responsible for disposal of manure and bedding.

ADDITIONAL JOB FUNCTIONS

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

Performs other work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or equivalent with three to five years experience in equestrian activities and events, landscaping, maintenance or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery, equipment and tools including, but not limited to, tractors, lawnmowers, string trimmers, hand tools, etc. Must be physically able to operate motor vehicles, including tractors and mowers. Must be able to exert up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or a negligible amount constantly to move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Physical demand requirements are those for Light to Medium Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants. Includes receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to speak to people with voice control and confidence. Requires the ability to prepare correspondence and reports using prescribed formats.

Intelligence: Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written directions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize basic mathematical functions, i.e., to add and subtract.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment and various tools.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment and various tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Physical Communication: Requires the ability to talk and hear. i.e., Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear. Must be able to communicate via a telephone and a mobile radio.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of modern techniques and methods used in the operation of a recreational park facility, landscaping and grounds maintenance operations.

Ability to operate and maintain motorized machinery and equipment used in grounds preparation and maintenance.

Ability to understand and learn the occupational hazards and proper safety precautions to be taken in grounds maintenance work.

Ability to perform strenuous work under varying weather conditions.

Ability to understand and follow oral and written instructions.

Ability to plan, direct and coordinate the work of subordinates.

Ability to express ideas effectively, orally and in writing.

Ability to exercise tact and courtesy in contact with the general public, State and local officials.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to exercise considerable initiative and independent judgment in applying standards to a variety of work situations.

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