

City of Richland – Job Description

Parks and Recreation Department – Park Attendant

Purpose of Position

Provide service and safety to Richland City Parks' visitors in a professional and courteous manner

Major Duties and Responsibilities

Ensure the cleanliness of restrooms by cleaning and maintaining supplies

Provide daily security checks of Richland City Parks

Assist with light landscaping and grounds maintenance, including litter pickup

Open and close parks at scheduled times and holidays

Report any complaints, comments, needed repairs if can't do them first, damages and unusual or suspicious activities

Assist with various maintenance activities and the daily operation of parks

Collect fees as needed

Perform other duties as directed

Job Context

The Park Attendant is a part-time, permanent position in the Parks and Recreation Department. The immediate supervisor for this position is the Grounds Supervisors. The Park Attendant works regular hours with flexibility required when the workload demands it. There is no shift work involved with this position. The person in this position is on call as scheduled by the Director. 20% of the work for this position is indoors; 80% is outdoors and requires work done in all types of weather conditions. The position has accountability for safety and legal issues related for which this position is responsible.

There is some exposure to chemicals and/or hazardous materials. A high school diploma or its equivalent is required for this position. No experience is

required for this position. The stress level for this position is average. Physical work required for the position includes the maintenance of park restrooms.

Knowledge, Skills and Abilities

Knowledge:

- Proper cleaning and sanitizing of restroom facilities
- Correct use and storage of chemicals
- Basic maintenance of departmental equipment
- Locations of City recreational fields
- City of Richland Safety Manuals standards and regulations concerning employee safety

Skills and Abilities:

- Operate departmental cleaning equipment
- Communicate effectively with other city employees and the public
- Work in all weather conditions
- Work as a team member with other employees
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Follow departmental and City procedures