

City of White House, TN

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Parks Attendant

Department: Parks & Recreation
FLSA Status: Non-exempt
Reports to: Parks & Recreation Assistant Director

JOB SUMMARY

Under general supervision performs varied parks custodial, maintenance work and supervision of facilities of basic to average difficulty; and performs related work as required. An employee in this position performs routine custodial, maintenance, supervision and repair duties of civic center and related facilities.

ESSENTIAL JOB FUNCTIONS

- General Customer service
- Cleans facility bathrooms, and common areas.
- Cleans event spaces before and after events.
- Picks up litter and takes out trash.
- Opens and closes in a timely manner for different functions.
- Ensures that Facilities are locked and secure at the end of each day.
- General supervision of daily programs and activities.
- Ensures equipment and amenities are in safe and working order.
- Working with department software (membership, Check-ins, rentals and registrations)
- Event Setup (moving tables and chairs)
- Performs a variety of facility related maintenance including painting, window cleaning and equipment inspections
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

High school diploma or GED certificate required.

Licenses or Certifications:

A valid Tennessee Operator's License appropriate to the assignment is required; must be at least 18 years old.

Special Requirements:

None.

Knowledge, Skills, and Abilities:

- Knowledge of the safe operation of equipment used.
- Knowledge of a variety of methods, techniques, tools, and equipment used in unskilled through semi-skilled parks work.
- Knowledge of cleaning chemicals and their proper use.
- Ability to work well with the public.
- Ability to work with computers and standard office machines
- Ability to have reliable transportation.
- Ability to express oneself clearly, both orally and in writing.
- Ability to use independent judgment.
- Ability to establish and maintain effective working relations.

PHYSICAL DEMANDS

Ability to pass reasonable fitness and physical standards to safely perform work, if required, as determined by city physician; vision and hearing normal or corrected sufficient to read, write, and safely operate tools and operate, utilize and maintain tools and equipment used in work; ability to lift and carry about 75 pounds, though greater weights may, at times be lifted, carried and /or placed; dexterity and fitness to grasp, crawl, crouch, bend, stoop, climb, stretch, walk, run and otherwise perform physical functions of the assignment.

WORK ENVIRONMENT

Work environment may be somewhat disagreeable due to exposure to several disagreeable elements or to one very disagreeable element; work environment demands minimal confinement with some protective equipment required, such as safety glasses, hearing protection, and work gloves. Generally, physical and working conditions are such that minor cuts, abrasions, bruises, or burns may be encountered, despite provision of safety measures and health precautions (generally no lost time results).

White House has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

 Employee Signature

 Date

 Human Resources Director Signature

 Date

E.O.E. White House is an equal opportunity employer. We do not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, military service, or other non-merit factor.