

**COUNTY COMMISSIONERS
LEVY COUNTY, FLORIDA**



GOVERNMENT
SERVING
CITIZENS

John Meeks
District 1

Rock Meeks
District 2

Mike Joyner
District 3

Lilly Rooks
District 4

Matt Brooks
District 5

1/10/2018

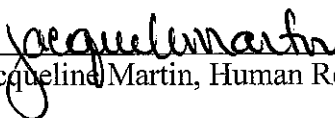
POSITION VACANCY: **PARK ATTENDANT**
Henry Beck Park and Blue Springs Park
PARKS AND RECREATION

SALARY: 8.25 per hour
Seasonal/Temporary Position
JOB DESCRIPTION: Attached
APPLICATION CLOSING DATE: OPEN UNTIL FILLED

Any persons that feel they are qualified for this position may apply by completing a Levy County Commission job application and submitting it to Jacqueline Martin, Human Resource Manager at the County Commissioners Office.

ONLY APPLICANTS MEETING MINIMUM QUALIFICATIONS WILL BE SELECTED FOR INTERVIEWS.

Anticipated dates: 3/31/18 limited park opening, 6/1/2018 season open

By: 
Jacqueline Martin, Human Resource Manager

Dates Posted: 1/10/2018 - OPEN UNTIL FILLED

**AN AFFIRMATIVE ACTION – DRUG FREE – EQUAL OPPORTUNITY EMPLOYER
WE HONOR VETERANS' PREFERENCE**

P.O. Box 310 Bronson Florida 32621
Telephone (352) 486-5218 Fax (352) 486-5167
e-mail: levybocc@levycounty.org Website: Levycounty.org

LEVY COUNTY BOARD OF COUNTY COMMISSION



JOB DESCRIPTION

POSITION:	PARK ATTENDANT-Henry Beck Park and Blue Springs Park at Devil's Hammock
POSITION #:	0182
AREA(S):	PARKS AND RECREATION

DISTINGUISHING CHARACTERISTICS OF WORK:

This class of employee is the sole employee stationed at a recreational facility. They are responsible for collecting for admission fees, cleaning and maintaining the grounds and facilities. Serves as the representative of the county to the visiting public, so as to invite increased and repeated use of the park by residents and tourists. Supervision is general.

EXAMPLES OF WORK PERFORMED:

- Opens and closes park as required by rules set by the Board of County Commissioner and willingness to assist with special request for openings by the county on occasion when necessary.
- Collects admission fees from visitors as they enter the park and keeps accurate records.
- Responsible for monies collected and all appropriate paperwork to be turned in to the Park office on the schedule set by the Park office.
- Maintains park premises by performing tasks such as picking up garbage and debris, emptying garbage containers daily. Mowing and trimming at Beck Park.
- Tables, pavilions and sidewalks swept off daily and grills cleaned out weekly.
- Park concession stands must follow Public Health & Safety standards and good housekeeping. Public Health & Safety Regulations require concessions be limited to cold drinks and pre-packaged foods. Packages must be sealed in original container when sold.
- Keeps concession and bathroom areas clean and sanitary at all times.
- Oversees visitors' activities and keeps conduct orderly.
- Is available to visitors for information, assistance and minor first-aid.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

KNOWLEDGE, SKILLS AND ABILITIES:

Any combination of education, training and experience which will provide the following knowledge, skills and abilities.

- Knowledge of the rules and regulations pertaining to the public use of recreation areas.

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- Knowledge of simple arithmetic and English sufficient to maintain admissions, cash receipt books and related statistical reports.
- Ability to use a cash register, telephone and fax machine.
- Ability to deal with the general public effectively and courteously.
- Ability to multi-task.
- Knowledge of the hazards and safety equipments of a recreational area.
- Ability to work without direct supervision.
- Ability to perform light manual labor.
- Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Must know how to swim.
- Be willing to take CPR course if offered by the County.
- Able to deal with the general public effectively and courteously.
- Ability to use a cash register.

QUALIFICATIONS:

- Possess and maintain a valid Florida driver license.
- Must know how to swim.
- Completion of 10th grade. GED or High School graduate preferred.

PHYSICAL REQUIREMENTS:

- While performing the duties of this job, the employee will regularly be required to sit, stand, walk, use hands and fingers, reach with hands and arms, climb or balance, stoop, kneel, crouch, talk or hear, and lift up to 50 lbs.
- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Ability to work under stress with time constraints

EVALUATION

Performance of this job will be evaluated in accordance with provision of the Board's policy on evaluation of personnel.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

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GENERAL INFORMATION:

FLSA Status	Non-Exempt
Worker's Comp Class Code	9102
EEOC Job Category	Service-Maintenance
EEOC Job Function	Natural Resources
EEOP Job Category	Service/Maintenance
Safety Sensitive	YES
Safety Category (if applicable)	NON-DOT
Paygrade:	