



Job Description

Job Title: Recreation Aide

Department:

Reports To: Assigned Supervisor

SUMMARY: Performs routine activities such as inspection and maintaining surveillance of park grounds, boardwalks and pavilions, as well as doing general maintenance and clean-up duties in those area.

ESSENTIAL DUTIES AND RESPONSIBILITIES The following are not to be construed as an exclusive or all-inclusive listing of skills and abilities required to perform the job. Management may delegate other responsibilities as required.

- Observes and makes note of any and all problems associated with areas assigned to maintain.
- Work requires working outside in heat and cold
- Work may involve making minor repairs and adjustments to these assigned areas.
- Often requires night time duties and patrols
- Reports any suspicious activity or action they may observe or come upon to the proper authority.
- May be required to work odd hours depending on situation.

**The City reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment.

SUPERVISORY RESPONSIBILITIES: none

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB

FUNCTIONS: Must have a current and valid driver's license and as a possible condition of employment, based on City vehicle insurance requirements, maintain no driving violations on or off the job.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB

FUNCTIONS QUALIFICATIONS: To perform this work successfully and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS: Nature of job requires that you must squat, bend, and lift (more than 40 lbs), perform light physical duty as required, and work outdoors in adverse weather. May be required to stand or walk for 8+ hours.

DATA CONCEPTION: To perform functions requiring knowledge of cell phones, portable radios, etc.

INTERPERSONAL COMMUNICATION: Requires the ability to communicate with people to convey or exchange professional information.

LANGUAGE ABILITY: Ability to speak effectively and clearly to converse with other employees and children. Ability to read and write and perform simple tasks by written directions.

REASONING ABILITY: Duties require the use of sound judgment and the ability to define problems and deal with a variety of variables in situations. The job may require working with children and being able to patiently communicate safety.

INTERPERSONAL TEMPERAMENT: Requires the ability to interact with people (i.e. staff, supervisors, general public and elected officials) beyond giving and receiving instructions.

SAFETY: Use of property safety gear, procedures and equipment.

Print Name

Employee Acknowledgement

Date

JOB DESCRIPTION

