

City of Commerce, GA

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.

Park Assistant

Department: Recreation

Pay Grade: Unclassified

FLSA Status: Non-Exempt

JOB SUMMARY

The position provides supervision of athletic programs, events, and other scheduled activities. The individual will perform general maintenance of park facilities.

ESSENTIAL JOB FUNCTIONS

- Prepares fields for athletic team practices and games. This may include but is not limited to positioning soccer goals on fields and or setting out football equipment and water coolers.
- Occupy assigned athletic areas and be alert in observing the patrons in your area of responsibility. Be prepared to respond to coaches or patrons in need of assistance.
- Pick up litter and remove trash as needed. Clean restrooms.
- Look for hazards to patrons of the park.
- Turn field lights on and off when needed. Lock bathrooms and gates after scheduled activities.
- Knowledge of the location and proper use of safety equipment and first aid kits is necessary.
- Performs other related duties as assigned.

QUALIFICATIONS

Minimum Education and Experience:

N/A

Required Licenses or Certifications:

Georgia Driver's License

Additional Requirements:

Must be flexible to work an inconsistent schedule involving evening, weekend and/or holiday work.

Additional Info: Work days are typically a combination of Mondays, Tuesdays, Thursdays and or Saturdays. Typical Hours are 5:15-8:15 p.m. for weeknights. Saturdays typically begin at 8:30 a.m. and may occasionally last until 5 p.m.

Knowledge, Skills and Abilities:

- Skill in dealing constantly with the public; requiring excellent inter-personal relationship skills.
- Ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.
- Ability to speak and/or signal people to convey or exchange information for the purpose of clarifying details within well-established policies, procedures and standards and including giving/receiving assignments and/or directions.
- Ability to be adaptable to perform under moderate stress when confronted with an emergency.
- Ability to speak to people with poise, voice control and confidence.
- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.
- Ability to inspect items for proper length, width, and shape, visually.
- Ability to learn and understand basic principles and techniques, to acquire and be able to expound on knowledge of topics related to primary occupation, and to make independent judgment in the absence of management.

PHYSICAL DEMANDS

Must be able to lift, carry, push and/or pull moderately heavy equipment and materials that can weigh fifty (50) to seventy (70) pounds. Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of: climbing and balancing; stooping; kneeling; crouching; crawling; vision including close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus and perceive and discriminate colors or shades of colors, sounds, depth texture and visual cues or signals; hearing sufficient to understand general in-person and telephone conversations; distance hearing required for outdoor activities; and language ability which requires the ability to read a variety of informational, technical, financial and administrative documentations, directions, instructions, and methods and procedures.

WORK ENVIRONMENT

Work is performed primarily outdoors and may require exposure to adverse environmental conditions such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes. Must be physically fit and able to work outdoors sometimes during inclement weather conditions.

The City of Commerce 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

Supervisor (or HR) Signature

Date