



Willow Grove Park Attendant

Public Works

Pay Grade: \$12.50

(Seasonal)

Employment Status: Full-Time

FLSA Status: Non-Exempt

Experience Required: None, or 1-year related experience preferred

Minimum Education Requirements: High school diploma or GED.

Department: Public Works

Direct Supervisor: Public Works Crew Leader

Supervisory Responsibility: Direct (0); Indirect (0)

Primary Work Location: Work is conducted primarily outdoors, as a laborer.

GENERAL PURPOSE: Under the supervision of the Public Works Crew Leader, the Seasonal Willow Grove Park Attendant performs manual labor and provides customer service exclusively for the operation and maintenance of Willow Grove Park.

Essential Job Functions:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed but are intended to be a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties. Duties are subject to possible modification to reasonably accommodate individuals with disabilities.*

- Must be able to assist Park visitors and campers with various issues and questions about the park facilities.
- Performs general housekeeping and custodial duties of Willow Grove facilities to include collecting and disposing of trash and waste, cleaning, stocking and maintenance of restrooms/showers, floor maintenance, changing light bulbs, dusting, painting, pressure washing, refuse control, and other tasks as assigned.
- Cleans and maintains RV and primitive campsites, including removing ashes, wood debris and any trash.
- Operates a chainsaw and other power equipment in order to maintain trees, brush and grass/weed growth in the park and along the walking trail.
- Replaces old or damaged signage, and installs new signs when necessary.
- Maintains Willow Grove Park grounds and walking trails. Checks all grounds, trails and campsites, picking up trash and debris. Uses leaf blower to sweep parking lots. Cleans and removes trash receptacles.
- Will be required to assist with events, including setup and clean up.
- Performs other duties as assigned.

Conditions of Employment:

- Must have a valid Class “C” Driver’s License and valid state required minimum automobile liability insurance prior to employment (must obtain Texas Class “C” driver’s license and state required minimum automobile liability insurance within 30 days of hire per state law).
- Must pass a drug test, driver’s license check, criminal history background check, and social security number verification check.
- **Must be able to work weekends and holidays.**

Preferences:

- Ability to speak, read and write Spanish would be an asset.
- Experience with, and an understanding of, the safe operation of hand tools and small to medium equipment (Zero-turn mowers).

Physical Demands/Work Environment:

- Physical requirements include occasional lifting/carrying of fifty (50) to one hundred pounds (100); visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment.
- Work is performed in the field, exclusively at Willow Grove Park.
- Must be able to work outdoors; on level, slippery, sloping, unstable and muddy terrain; under constantly noisy conditions; in adverse environmental conditions to include inclement weather and hazardous conditions including street traffic, fume odor, dust/mist, chemical, toxic waste hazards, and other solid waste substances.
- Must be able to work unsupervised or in a team setting with a high degree of professionalism.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment with the City of Lake Dallas. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Signatures / Date

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Finance Signature

Date