

SHAWNEE COUNTY, KANSAS
Position Description
Intermittent Gage Park Attendant

POSITION CONTROL NUMBER: PRX639

FLSA STATUS: N

POSITION DESCRIPTION

Performs general maintenance, custodial, and customer service work functions at Gage Park with a primary focus on the Playground and Carousel areas. Responsible for the daily upkeep and cleanliness of park grounds, facilities, restrooms, and playground areas. Identifies and reports safety hazards throughout the park and corrects such hazards when possible. Assists park patrons with questions, provides directions, and serves as an on-site representative of the Shawnee County Parks and Recreation Department. Supervised by the Park District 1 Manager.

This position is an Intermittent temporary, non-benefits eligible position. Intermittent positions are allowed to work up to 988 hours per year and may be ended prior to that without cause at Management's discretion.

WORK PERFORMED

- 70% General Maintenance/Grounds Upkeep.** Performs daily inspection and upkeep of Gage Park grounds, facilities, and restrooms. Empties and replaces trash can liners throughout the park on a regular basis. Sweeps, blows off, or otherwise cleans sidewalks, pathways, and playground surface materials to maintain safe and presentable conditions. Picks up litter and debris throughout all areas of the park. Performs janitorial and custodial duties within park facilities and restrooms, including cleaning fixtures, floors, and surfaces. Identifies safety concerns throughout the park; reports findings to the supervisor and corrects hazards when possible. Maintains assigned areas in a clean and orderly condition at all times.
- 20% Customer Service.** Provides outstanding customer service to park patrons, shelter reservation holders, and the public. Responds to questions regarding park amenities, facility locations, shelter assignments, and general Shawnee County Parks and Recreation programs and services. Directs patrons to appropriate staff or resources as needed. Interacts with the public in a professional, courteous, and welcoming manner at all times as a representative of Shawnee County Parks and Recreation.
- 10% Other Duties as Assigned.** Performs other duties as assigned by supervisors to support the operations of Gage Park and the Parks and Recreation Department.

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KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Basic park maintenance, grounds upkeep, and janitorial/custodial practices.
- Proper use of cleaning supplies, equipment, and tools associated with grounds and facility maintenance.
- Basic safety hazard identification and reporting procedures.
- Gage Park facilities, amenities, and layout, including shelter locations, restrooms, and playground areas.
- Functions and services of the Shawnee County Parks and Recreation Department.
- Federal, State, and County laws, resolutions, rules, and regulations applicable to parks operations.
- The English language and effective oral communication skills.

Ability to:

- Establish and maintain effective working relationships with other employees and the public.
- Identify and report safety hazards, and correct minor hazards within the scope of this position.
- Follow oral and written instructions.
- Communicate effectively, both orally and in writing, using the English language.
- Make simple arithmetical calculations for cleaning product use.
- Respond courteously to inquiries and requests from park patrons and the general public.
- Operate motorized carts, blowers, and other grounds maintenance equipment safely.
- Adapt quickly to changing conditions or assignments on short notice.
- Work independently and efficiently to complete assigned maintenance tasks.
- Lift, carry, and move trash receptacles, supplies, and equipment as required by the position.

Skill in:

- Performing physical outdoor maintenance tasks in varied weather conditions.
- Providing courteous and helpful customer service to park patrons and the general public.

PHYSICAL REQUIREMENTS

N-Never					O-Occasional (1%-33%)					F-Frequent (34%-66%)					C-Continuous (67%-100%)				
	N	O	F	C		N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER									
Reaching			X		Sitting			X		Driving		X							
Pushing/Pulling		X			Bending			X		High Elevation	X								
Climbing		X			Reaching	X				Unprotected Heights	X								
Throwing		X			Lifting	X				Around Moving Machinery		X							
ARMS					Carrying			X		Driving Automotive Equipment		X							
Reaching			X		Jumping	X				Exposure to Dust, Gases and Fumes		X							
Lifting		X			Twisting		X			Cramped Body Position	X								
Pushing/Pulling		X			Squatting		X			Sustained Positions		X							
Carrying			X		Turning		X			Noise Levels (Excessive)	X								
Throwing		X			LEGS/FEET					Electrical Hazards	X								
EYES					Walking			X		Slippery Surfaces		X							
Near Vision			X		Standing		X			Work Above Ground	X								
Far Vision			X		Sitting			X		Work Below Ground	X								
Color Vision			X		Carrying		X			Irregular Surfaces	X								
VOICE					Climbing		X			Moving Objects		X							
Talking			X		Jumping	X				In High Volume Traffic		X							
EARS					Turning		X			Exposure to Marked Changes in Temperature and Humidity									
Hearing			X		Lifting		X					X							

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EQUIPMENT USED

Tablet Computer	Leaf Blower	Cleaning Supplies and
Miscellaneous Hand Tools	Push Brooms	Equipment
Motorized Cart	Janitorial	Two-Way Radio
Utility Vehicle		

MINIMUM QUALIFICATIONS

- Sixteen (16) years of age.
- If 18 years of age or above, must have a valid Driver's License and be able to operate a County-owned vehicle (HR-2013-2).
 - HR-2013-2: Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

SPECIAL REQUIREMENTS

- Required to lift fifty (50) pounds.
- Will be required to work nights and weekends.
- Required to pass a drug screen and a review of driving record.

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This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

_____ Employee's Signature / Printed Name	_____ Date
_____ Administering Supervisor's Signature / Printed Name	_____ Date
_____ Appointing Authority's Signature / Printed Name	_____ Date

Created: 05/26
Revision History: 06/26