



Job Description

Job Title: Recreation Aide
Department: As Assigned
Reports To: Assigned Supervisor

SUMMARY: Performs routine activities such as inspection and maintaining surveillance of park grounds, athletic fields, concession stands and other recreational facilities, as well as doing general maintenance and clean-up duties in those areas.

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. Work often requires night time duties and patrols.
-) This person should report to the proper authority any suspicious activity or action they may observe or come upon.
-) Performs other job related tasks assigned by supervisor.

* * 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: High School Diploma.

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.

-) Ability to read and write and perform simple tasks by written direction.
-) Ability to perform light physical duty as required.
-) Ability to operate a portable radio in the event communications with City employees is needed.

) May be required to work odd hours depending on situation

PHYSICAL REQUIREMENTS: Nature of job requires that you must squat, bend, and lift (up to 30 lbs), and work in confined space, repetition of movements, and work in extreme heat...

DATA CONCEPTION: To perform functions requiring knowledge of computer, cell phones, 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.

REASONING ABILITY: Duties require the use of sound judgment and the ability to define problems and deal with a variety of variables in situations.

MOTOR COORDINATION: Requires the ability to utilize job related equipment in the course of accomplishing job duties and tasks associated with respective primary duties.

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

OTHER SKILLS AND ABILITIES: Employee learns to use equipment with skill and proficiency that pertain to the specific job.

WORK ENVIRONMENT: The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job.

CERTIFICATES, LICENSES, REGISTRATIONS: Must have a current and valid driver's license.

SAFETY: Use of proper safety gear, procedures and equipment required at all times.

CAREER DEVELOPMENT: Employee must stay abreast of rules and requirements appropriate for the specific job assignment.

Employee Acknowledgement

Date

Physical Requirements

Job Title: Recreation Aide **Supervisor:** Assigned Supervisor

Essential Job Functions: Performs routine activities such as inspection and maintaining surveillance of park grounds, athletic fields, concession stands and other recreational facilities, as well as doing general maintenance and clean-up duties in those areas.

Positional Tolerances:					
	Never	Occasional 1-33%	Frequent 34-66%	Constant 67-100%	Comments
Sitting		X			
Standing				X	
Walking				X	
Stair Climbing		X			
Ladder Climbing		X			
Repetitive Bending			X		
Sustained Bending		X			
Overhead Reach			X		
Sustained Reach		X			
Repetitive Reach		X			
Squat			X		
Crouch			X		
Crawl		X			
Kneel		X			
Twist			X		
Push/Pull			X		
Balancing		X			

Circle applicable PDC level of work: SED LIGHT MEDIUM HEAVY VHEAVY

Other Required Tolerances not listed above: _____

MATERIALS HANDLING				
	Occasional	Frequent	Constant	List Items
Lift	30 lbs	20 lbs	10 lbs	Equipment, Tools, Material
Carry	30 lbs	20 lbs	10 lbs	Equipment, Tools, Material
Push	30 lbs	20 lbs	10 lbs	Equipment, Tools, Material
Pull	30 lbs	20 lbs	10 lbs	Equipment, Tools, Material

Comments: _____

Employee Signature **Date** **Doctor Signature** **Date**