



## Job Description

**Job Title:** Children's Park Aide

**Department:** Children's Park

**Reports To:** Children's Park Manager; Director

### **SUMMARY:**

Performs routine activities such as inspection and maintenance of all Park equipment; inspection, maintenance, and janitorial duties of park grounds and buildings, as well as the putting green area and courtyard area; routinely patrols Park grounds during shift and observes the activity for the safety and well-being of all visitors.

**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.

- Work requires working outside in heat and cold;
- Immediately report any safety issues, accidents, injuries, or Park violations to Supervisor and Director.
- Job requires cleaning inside and outside, weeding, setting up tables and chairs for events.
- Walk through Park, dry/wipe down/clean equipment, tables, and play areas; constantly patrol park and bathrooms; report any suspicious activity or action to supervisor and/or police;
- May be required to perform minor repairs or adjustments.
- Unlock restrooms and check to be sure bathrooms are clean, replenish supplies as needed;
- Start music for the day, open/close umbrellas as necessary, pick up debris and trash, check first aid kit, check for voicemails on Park phone and return calls as needed;
- Uncover and rake sandboxes; rake and re-cover sandboxes at the end of the day;
- Unlock gates at opening time; lock and double-check gates, bathroom doors, storeroom doors, and office doors at closing time;
- Must approach and interact courteously and respectfully with visitors on a daily basis;
- Perform special projects or other jobs as needed or as requested by the Director or Children's Park Manager.

\*\*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;
- current and valid driver's license;
- ability to read, write, and perform simple tasks by written direction;
- ability to perform physical duty as required;

- may be required to work odd hours depending on situation;

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:** To perform this work successfully an 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.

- Must speak, read, and write English;
- Must have at least basic computer skills;
- Must be able to communicate and interact well with other staff and with the public (i.e. parents and children).

**PHYSICAL REQUIREMENTS:** *Stressors associated with a job's physical setting, such as humidity, lighting, seating, sound (noise), temperature, etc.*

This position requires standing and sitting outside for long periods of time. It also requires the ability to squat, bend, stretch over your head, and lift up to 40 pounds. Repetition of movement is also a part of this job.

**DATA CONCEPTION:** *How to use and understand the usage of electronic devices.*

Requires basic knowledge of office equipment such as computers, phones, copy machines, etc.

**INTERPERSONAL COMMUNICATION:** *The communication between two persons. It is the process of developing a unique relationship with another individual by interaction and simultaneously sharing influence.*

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

**LANGUAGE ABILITY:** *To be able to write and speak with proper grammar and clarity in content.*

Requires the ability to speak effectively and clearly to converse with other employees and visitors.

**REASONING ABILITY:** *Process of forming conclusions, judgments, or inferences from facts or premises.*

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

**MOTOR COORDINATION:** *Motor coordination can occur between subsequent parts of the same movement and movements*

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

**INTERPERSONAL TEMPERAMENT:** *The aspects of an individual's personality.*

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:** *Does employee have any certificates of training, awards, diploma, etc.?*

Requires the ability to learn to use the equipment, procedures, and software that pertain to the Children’s Park functions with skill and efficiency.

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

This job requires working outside for the majority of the day, inside occasionally, and in a confined space rarely.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Requires a current and valid driver’s license.

**SAFETY:** *The condition of being protected from or unlikely to cause danger, risk, or injury.*

Requires the use of proper safety gear, procedures, and equipment as needed.

**CAREER DEVELOPMENT:**

Will be expected to attend trainings, meetings, and workshops as provided by the City.

\_\_\_\_\_  
Employee Acknowledgement

\_\_\_\_\_  
Date

