

## **PARK SERVICES WORKER IV**

### **MAJOR FUNCTION**

This position involves manual work in the customer service area; care, maintenance and security of County parks, boat ramps, other governmental facilities and natural resources; as well as enforcement of park rules and regulations.

### **ESSENTIAL FUNCTIONS**

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

- Assists with supervision of daily operations of all facilities and parks in assigned geographic area. Includes office and field duties, coordinating and performing field management activities, and other program activities.
- Responsible for implementation of emergency procedures. Inspects facilities to prevent fires, vandalism, and theft. Performs routine safety checks which may include maintenance equipment and playgrounds.
- Educates visitors on County ordinances, park rules and regulations. Reports problems to Park Ranger and / or law enforcement agencies.
- Responsible for assisting with resource management and compliance with environmental regulations.
- Collects user fees and monies from the sale of goods and services for various parks in the County.
- Performs a daily audit and trial balance for the day's receipts. Responsible for the proper disposition of funds on a daily basis.
- Distributes and processes information packets.
- Supervises Parks Service Workers I, II and III in the absence of the Park Ranger.
- Work involves physical labor in the care and cleaning of restrooms, picnic areas, store and parking lots including the replacement of consumable materials such as toilet paper and paper towels and general grounds maintenance.
- Picks up trash on park grounds and keeps the park clear of all litter. Assists all county, state, and federal law enforcement agencies.
- Drives between locations, towing equipment trailers as necessary.

## **PARK SERVICES WORKER IV**

- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

### **SECONDARY FUNCTIONS**

- Performs other duties as assigned.

### **CUSTOMER SERVICE**

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person and by phone contact.

### **SUPERVISION**

Officially designated as a lead worker in the absence of the Park Ranger over one or more employees. Responsibilities include providing on-the-job training; and planning, scheduling, and coordinating work operations as needed.

### **EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS**

#### **Education and Experience.**

High school diploma or general education degree (GED); and five years progressively responsible experience; or equivalent combination of education and experience.

#### **Licenses.**

Valid Florida Drivers License and CDL License.

#### **Certifications.**

Current First Aid and Safety Certification and BLS CPR certification within ninety days of hire. Playground Safety Inspector and Code Enforcement Training preferred.

### **JOB SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skills, and ability required.

#### **Language Skills**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

## **PARK SERVICES WORKER IV**

- Ability to write routine reports and correspondence.
- Ability to speak effectively before customers or employees of organization.
- Ability to effectively present information to the general public and customers.

### **Mathematical Skills**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio and percent.

### **Problem Solving Ability**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Require judgment regarding use of equipment, tools or material.

### **Specialized Skills and Abilities**

- Proficiency in the use of a ten-key calculator and cash register.
- Ability to access, input, and retrieve information on the computer.
- Considerable knowledge of the proper and safe use of automotive and power equipment used in park maintenance and OSHA standards and requirements.
- Ability to plan, coordinate, and assign tasks to housekeeping and work crews.
- Ability to use independent judgment and discretion in directing a work crew.
- Ability to establish and maintain effective working relationships with members of the general public and other agencies.
- Ability to conduct routine inspections and identify and investigate problems, as well as communicate findings effective verbally and in writing. Ability to prepare reports and enforce rules and regulations.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than

**PARK SERVICES WORKER IV**

individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

**Machinery and Equipment**

To accomplish the tasks of this position, the employee will be required to operate a cash register, computer and other general office machines, lawn equipment, power hand tools, and pressure washer, as well as drive a golf cart and pickup truck with trailer.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee will occasionally be required to walk, sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, taste or smell, and to lift up to fifty pounds; and will regularly be required to stand, use hands to finger, handle, or feel, talk or hear. Vision requirements are close, distance, and peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to moving mechanical parts, toxic or caustic chemicals, and risk of electrical shock; and will regularly be exposed to outdoor weather conditions. Work is performed on a flexible rotating work week which may include evenings, weekends, and holidays. The typical noise level for this environment is moderate.

Established: 10/2006	Category: 8
Pay grade: 10	Status: NE
Job Description Number: 8080	Revised: