

Park Attendant

Salary Range: 30,3040 – 46,562

General Statement of Duties

The Park Attendant oversees the daily operations of Bertie Beach/Park located at 243 Bal Gra Road Merry Hill, NC. The Park Attendant will perform unskilled and semi-skilled manual work to ensure appropriate maintenance of order of the County's river and eight primitive campsites. The employee must be passionate about nature and outdoor recreational activities such as camping, hiking, kayaking and swimming. This is a customer focused and operational role, in which the employee needs to communicate in a hospitable manner and display good organizational skills.

Distinguishing Features of the Class

An employee in this class is the visible presence of Bertie Beach to assist with monitoring and maintaining outdoor recreational services at Bertie's Park. Work includes preparation and maintenance of campground reservation sites, hiking trails, picnic area, oversight of kayak rentals, County's equipment and property. Work is under limited supervision and should be performed with a significant degree of independence, initiative, courtesy and discretionary judgment. The employee must implement necessary tasks and deliver services as applicable of the County's policy and procedures.

Essential Job Functions

- Oversees community leisure activities, parks operations, reservation support and overall maintenance of the indoor/outdoor facilities
- Enforces facility policies, rules and regulations
- Maintains and prepares park facilities for public use/operations; custodial services such as cleaning restrooms, sanitizing, and sets up facilities for use by individuals/groups with facility reservations; monitors and repairs damaged equipment and structures
- Performs preventative and maintenance service of park grounds, buildings, trails, equipment and related facilities. Tasks include mowing, edging park grounds, leaf blowing, changing oil/belts, sharpening blades, repairing structures and equipment, cutting down or removing trees, limbs, or shrubs; cleaning/washing ground surfaces, using pesticides, raking, digging holes/trenches and shoveling/spreading materials; picking up litter/debris, emptying garbage containers and transporting trash to designated receptacle
- Completes or assists with repairs to electrical, plumbing, HVAC system; cleaning sewer lines, roof repairs, checks pipes, cuts off water supplies, replaces HVAC parts and units, light switches, etc.
- Lawncare maintenance; applies seeds, mulch, fertilizer, pesticides, water plants, remove weeds, plant flowers, prune trees or shrubs, trims and removes branches and limbs
- Inspects park facilities to identify problems, repairs needed, or other situations requiring attention, such as vandalism, inoperative lighting, or safety hazards; reports problem situations to supervisor
- Completes water samples on a quarterly and annual basis
- Monitors inventory and ensures that the facilities are safely and properly available for use by the public
- Patrols the park and perform security checks at regular intervals

- Performs customer service functions; answers in-person or incoming telephone calls; provides information and assistance related to park facilities, activities, rentals, procedures, forms, fees, or other issues. Responds to routine questions/complaints, researches problems, and initiates problem resolution.
- Prepares or completes various forms, reports, correspondence, timesheets, facility attendance records, or other documents
- Operates work computer, grounds maintenance tools, power tools, hand tools, or other equipment as necessary to complete essential functions
- Represent Bertie County with outside groups and organizations; participates in community and professional groups and committees; provides technical assistance as needed
- Provides advice and assistance to the renters of campground sites, kayaks and other County-owned assets.
- Develops and maintains positive working relationships with County employees and the public using principles of good customer service
- Aids other employees and departments as needed, particularly the Maintenance Department during off-season

Knowledge, Skills, and Abilities

- Working knowledge of the methods and techniques applied in unskilled and semi-skilled manual labor and custodial work.
- Ability to offer kayak support
- Ability to swim
- Working knowledge of the occupational hazards and applicable safety precautions associated with assigned work.
- Working knowledge of the standard practices and safe usage, materials, tools, and equipment utilized in the area of assigned work.
- Working knowledge of standard hand and power tools and the operation of light equipment and materials used in work assignments
- Some knowledge of basic horticultural, electrical, carpentry, plumbing, HVAC and custodial practices.
- Knowledge of park and campground rules
- Knowledge of the geographic layout of the park.
- Principles, practices, and methods for successful planning and maintenance of parks and recreational activities
- Recreational, athletic, cultural, and social needs of all age, ethnic, and economic groups
- Organized, customer-focused and maintains high standards of initiative
- Identify, respond to, and resolve issues and concerns
- Ability to work outdoors in various conditions and given various outdoor factors (hot and cold climate, exposure to insects, sand, water, debris, etc.).
- Maintain a positive and supportive liaison with various private and public agencies
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain cooperative working relationships with the public and public officials

Physical Requirements:

Employee should be able to perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing and repetitive motions. Employee may be required to sit for long periods of time with occasional bending or squatting. Work in this class will exert up to 50 pounds of force occasionally. Employee must have the visual acuity to perform duties to operate vehicles and light equipment such as riding mowers and use measurement devices, visual inspections of small parts and defects, ability to distinguish color and depth vision. Employee must use hands for writing or typing and must hear and talk with others, either in person or on the phone, to communicate information and ideas. Work requires periods of concentration, making frequent decisions, communicating with coworkers, and interacting with the public.

Working Conditions

Work requires working in outside environment to assess effectiveness of sporting and recreation events or programs and maintain the associated facilities. Employees in this class are subject to meetings outside the normal working hour day environment and may include travel to facilities and working after hours and on weekends. Work is at times performed in an environmentally controlled office setting. Employees in this class may also be infrequently subject to working in hot or cold environmental temperatures and working with tools and equipment.

Desired Education and Experience

Graduation from high school or equivalent and experience in grounds maintenance, public works, parks and recreation, custodial, or an equivalent combination of education and experience.

Special Requirements

- Valid North Carolina driver's license
- Possess or have the ability to obtain CPR, First Aid, and AED Certification