

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: RECREATION ATTENDANT (Job Code 738).

GENERAL STATEMENT OF JOB

Under the direction of assigned Supervisor, the Recreation Attendant will assist park patrons and create a positive, family friendly environment for the public. The position is responsible for preparing facilities/buildings for community use and ensuring the facilities are properly closed after each community usage.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Assists patrons, monitors activities, and maintains general cleanliness of parks. Work is performed under supervision of assigned staff.

Supervises the activities of the general public in utilizing a park facility and enforcing established safety rules and regulations.

Supervises the rental of park facilities/buildings and the groups who utilize these facilities/buildings.

Prepares facilities/buildings for group use.

Opens all facilities/buildings for use at the beginning of selected shifts, and closes all facilities/buildings at the end of every shift.

Directs patrons to park areas and provides instruction for use.

Collects and transmits fees.

Performs various record keeping tasks such as accident reporting, rental checklists, and facility activity sheets.

Performs additional duties depending on unit of assignment. Assists program staff as assigned. Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

High School diploma or equivalent; supplemented by a minimum two (2) years related work in a comparable position. Must have valid Florida driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve frequent walking, standing, bending, stooping; some lifting and carrying objects of light to moderate weight (5-15 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of materials relevant to government, legal, and city administration operations.

Intelligence: Requires the ability to utilize long-range planning principles and methods. Requires the ability to analyze, plan, and draw valid conclusions in program management and prioritization.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages; utilize algebraic formulas and descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and managing paperwork and documentation.

Manual Dexterity: Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments in both giving and receiving instructions. Must be able to perform under stress of frequent deadlines

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words: hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions, i.e. dirt, cold, rain, fumes.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of cleaning methods and sanitation requirements.

Knowledge of current Microsoft Suite.

Ability to communicate effectively both orally and in writing.

Ability to make cash transactions.

Ability to interact courteously and effectively with general public.

Ability to tactfully enforce rules and regulations.

Ability to work independently and make decisions in accordance with policies and procedures.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date