



GRAND TRAVERSE COUNTY, MI PARK ATTENDANT JOB DESCRIPTION

Title:	Caretaker, Twin Lakes Park
GENERAL SUMMARY	
<p>Primary function of the job is to maintain, clean, and provide a safe environment for customers and park patrons of Twin Lakes Park, a full year resident camp/public use facility. Employee acts as a caretaker and may be required to live on-site depending on the needs of the department. Employees in this job have no formal supervisory role, however, may train, guide, or lead employees in the designated work unit.</p> <p>Employees must meet the minimum requirements, conditions of employment, and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations.</p> <p>This position may require irregular hours. This position may also require travel by the employee in the employee's own vehicle. May be required to work on-call in an emergency.</p>	
PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)	
<ul style="list-style-type: none"> • Serves as the primary contact for the park. This includes meeting with customers before and at the end of their reservation, giving tours to prospective customers, and being the first point of contact for emergency situations. • Enforces the rules of the park and its facilities. This requires the ability to address difficult situations with tact to ensure compliance. • Monitors Twin Lakes park areas to identify potentially hazardous situations and implements corrective actions to ensure the safety of customers and park users. • Reports incidents and accidents that take place at the park and submits required documents to department management. • Communicates with the facilities management department for work order requests. • Performs grounds maintenance activities, which includes: removing snow from roadways, drives, and sidewalks within park areas; mowing, painting field markings; maintaining trails; disposing of trash; and performing other related activities. • Provides general maintenance of facilities such as painting, repairing window screens, minor plumbing and electrical repair and contacts appropriate internal departments for major maintenance and repair activities. • Services and maintains applicable tools and equipment utilized in grounds maintenance activities. • Performs routine preventative maintenance to County vehicles and machinery assigned to the park. • Creates and maintains outdoor recreational facilities on the property, including trails, sledding hills, snow fencing, picnic shelters, and/or other applicable items. • Routinely cleans public buildings, manages supply inventory, and submits requests for additional supplies as necessary. 	
EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)	
<ul style="list-style-type: none"> • High School Diploma • Three to five years of experience in general maintenance, custodial duties, and ground care. 	
CERTIFICATIONS, LICENSES (minimum requirements)	
<ul style="list-style-type: none"> • Requires a valid driver's license and may require personal vehicle insurance and must maintain eligibility to drive as per the County's Vehicle policy. • Certified Parks Recreation Professional (preferred but not required) • Certified Playground Inspector Certification (preferred and not required) • CPR and First Aid certification (within first six months of employment). 	
CONDITIONS OF EMPLOYMENT (minimum qualifications - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)	
<ul style="list-style-type: none"> • Required to serve in an "on-call" capacity <p>A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent</p>	



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upon a satisfactory background check which may include, but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

DISTINGUISHING CHARACTERISTICS

Work involves gathering and analyzing information to determine the best course of action, based on general guidelines or rules of operations requiring the use of judgment to choose alternatives, many of which may be correct, but one is better than another depending on the situation. Errors at this level could cause serious, but short-term consequences involving significant financial impact or cost, reduced service to the public, and/or strong negative citizen reaction requiring intervention from a higher-level manager and could impact others outside of the department.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- May be required to climb or balance; reach with hands and arms; sit; stand; stoop, kneel, or crouch; talk and hear; smell; use hands to finger, handle, or feel.
- Position frequently works in an outdoor environment with exposure to weather-related heat and cold, rain, wind, and related elements.
- May be exposed to high and precarious places, moving mechanical parts, risk of electrical shock, vibration, fumes or airborne particles, infectious diseases, criminal suspects.
- May occasionally be required to lift/move over 100 pounds
- May be required to work extended hours and overtime

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Basic knowledge of English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Must have experience with and ability to use computer programs including but not limited to Cloud based file storage, Microsoft Office programs, social media platforms, scanners, and digital cameras
- Interpersonal skills necessary to work courteously and effectively with other employees and the public
- Skill in the use of custodial tools and equipment
- Must be in good physical health necessary to perform the manual labor tasks
- Knowledge of occupational hazards, safety code regulations and the safe use of tools, equipment and materials needed to perform tasks
- Ability to accurately organize and maintain paper documents and electronic files
- Ability to consistently demonstrate sound ethics and judgment
- Ability to apply sound judgment, solve problems, make effective decisions, and act with integrity
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to detect basic errors and make corrections as directed and under established procedures
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to use County resources effectively and efficiently