



## City of Pascagoula Job Description

### Park Attendant

**DEPARTMENT:** Parks and Recreation      **LABOR GRADE:** Hourly  
**EXEMPT(Y/N):** No      **POSITION CODE:**  
**REPORTS TO:** Athletic Director

#### MEETING PERFORMANCE EXPECTATIONS

To perform this job successfully, an individual must perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### SUMMARY:

**This part-time position is responsible for performing routine custodial duties City parks in accordance with all applicable laws and City of Pascagoula policies and procedures.**

#### ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Open park gates and restrooms.
- Ensure parks are safe, clean and secure for our citizens and visitors daily.
- Lock all park gates and restrooms each evening.
- Check for vandalism each evening.
- Enforce park rules and regulations.
- Perform custodial duties at parks, open and close parks and pier
- Clean restrooms each night after closing park.
- Keep restroom dispensers filled with tissue, paper towels and soap.
- Maintain stock of cleaning materials and supplies
- Report issues and problems regarding maintenance and vandalism.
- Any other duties assigned by the Athletic Director.

**The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related, or a logical assignment of the position.**

#### QUALIFICATION REQUIREMENTS:

The requirements listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential functions of this position.

### **SUPERVISORY REQUIREMENT:**

This position does not supervise any employees. However, indirect supervision may be required in the performance of duties.

### **SPECIAL QUALIFICATIONS:**

- Must be at least 18 years of age.
- Requires the ability to drive and a valid MS Driver's License.
- Work with household cleaning supplies to clean rest rooms.

### **EDUCATION / EXPERIENCE:**

Must possess a high school or equivalent diploma.

### **LANGUAGE AND REASONING SKILLS:**

Ability to understand written and oral instructions; read, analyze and interpret complex documents, instruction manuals, policies and procedures is essential. Excellent communication skills are required to effectively present information in a one-on-one and small group setting. The ability to work effectively and efficiently, under stressful conditions, to ensure deadlines are met is essential. Strong interpersonal skills are needed to develop and maintain effective working relationships.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the functions of this job.

In this position employee is required to be able to stand; walk; use arms, hands, and fingers; see, hear, and speak. Requires the ability to lift and carry program supplies and materials weighing up to 20 pounds. Walk, bend, stoop, climb small step ladders, lift mop buckets and other janitorial equipment. Must be able to open and close park gates.

### **WORKING ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee in this position works both indoors and outdoors in all types of weather conditions.