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| CLASSIFICATION TITLE: Recreation Attendant II | JOB NUMBER: 7213 | AFFILIATION: Unaffiliated (Non-Union) |
| REPORTS TO: Parks & Recreation Coordinator or Recreation Supervisor or Parks & Public Facilities Supervisor | PAY GRADE: N/A | FLSA STATUS: Non-Exempt |

GENERAL SUMMARY

Performs support work to assist with coordination of various activities, events, and facility needs for recreational programs in a community setting and related work as apparent or assigned. Work is generally performed under moderate supervision of a Parks & Recreation Coordinator or Recreation Supervisor or Parks & Public Facilities Supervisor ("supervisor").

CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

ESSENTIAL JOB FUNCTIONS

To be successful in this position, an individual must be able to perform each essential function satisfactorily. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.

- Oversees patron use of recreation equipment and facilities in compliance with established City rules and regulations.
- Assists parks, facilities, and recreation staff on a variety of program needs.
- Ensures and enforces program, facility, and department/division rules.
- Handles facility user complaints, discrepancies, requests, and routes to appropriate City personnel.
- Communicates park and recreational facility information to the public.
- Assists with coordination of programs, events, and facility support, as needed.
- Enforces safety standards and identifies potential safety hazards of the work site.
- Performs and/or supports emergency procedures, as needed.
- Monitors event activities and assists in ensuring the safe and proper use of event facilities by lessees and the general public.

- Serves as a representative of the City of Richland, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
- Performs duties as a Recreation Attendant I, as needed.

GYM/FIELD SUPERVISOR OPTION

- Travels to various game sites to support game oversight for youth sports programs.
- Admits patrons to recreational facilities and secures recreational facility at closing time.
- Opens facility and prepares program equipment and supplies for recreational activities for youth sport programs; ensures equipment and supplies are in good working order and notifies supervisor when equipment needs repair or replacement.
- Encourages and engages youth in a variety of sports activities and ensures safety and well-being of all participants.
- Notifies supervisor of incident/accident(s) and completes reports and facility inspections when appropriate.

EVENT MONITOR OPTION

- Provides oversight in the set up and break down of equipment and supplies specific to the event or program, to include clean up of events held at the City's parks or other facilities.
- Attends scheduled meetings to gain knowledge of specific event details as needed.
- Identifies and reports damage or vandalism to City property to the Parks and Facilities division.

ASSISTANT PARK RANGER OPTION

- Reports to supervisor for daily observations and tasks to be completed.
- Assist with coordinating volunteer groups (projects, clean-up days, etc.) to include collecting signed volunteer waivers and proper documentation, providing proper Personal Protective Equipment (PPE) to volunteers, and disposal of trash.
- Keeping inventory of park amenities and supplies.
- Weekly posting of permits, schedules, and signage in kiosks.
- Identifies and reports damage or vandalism to City property to the Parks and Facilities division.

KNOWLEDGE, SKILLS AND ABILITIES

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

Knowledge of:

- Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities.
- Techniques, rules, and equipment used in a variety of recreational activities and games.
- Safe work practices.
- Basic record-keeping principles, procedures, and techniques.

Skills and Abilities to:

- Conduct a variety of recreational activities and/or programs for the Parks and Public Facilities department.
- Act responsibly, give clear instructions, provide coaching, and facilitate the learning process.
- Resolve issues, multitask, and have critical thinking skills.
- Remain calm and professional in difficult situations.
- Be flexible and adaptable to changing priorities.
- Learn, read, and apply laws, codes, rules, regulations, policies and procedures to the public.
- Communicate effectively both orally and in writing; comprehend and use English effectively, including producing all forms of communications in a clear, concise and understandable manner to intended audiences.
- Operate a variety of modern office equipment including personal computer equipment using standard or customized software application programs appropriate to assigned tasks.
- Use tact, initiative, prudence and judgment within general policy, procedural and legal guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.
- Provide continuous effort to improve operations and work cooperatively and jointly to provide quality customer service.

SPECIAL REQUIREMENTS

Must possess a valid driver's license and be at least 18 years of age for all option classes.

EDUCATION AND EXPERIENCE

High School Diploma or GED, and two (2) years of customer service experience.

COMPETENCIES

Foundational

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

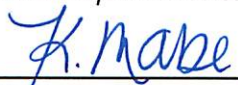
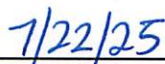

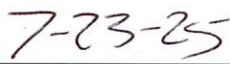

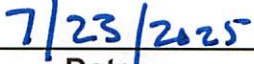
This work requires regular and punctual attendance at the City's various parks and recreational facilities or other assigned locations; requires the regular exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel, stooping, kneeling, crouching or crawling, reaching with hands and arms and repetitive motions; frequently requires standing, walking and lifting; occasionally requires sitting, climbing or balancing

and pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work occasionally requires wet, humid conditions (non-weather), and exposure to outdoor weather conditions; work is generally in a moderately noisy location.

Authorization (for Archive)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.

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|  _____ Human Resources Director <i>designee</i> |  _____ Date |
|  _____ Department Head |  _____ Date |
|  _____ City Manager or Authorized Designee |  _____ Date |