

## CITY OF BRIDGEPORT, TEXAS

### NORTHWEST PARK ATTENDANT

*Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the job and are **not** intended to reflect all duties performed within the job.*

*The City of Bridgeport does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. The City is an equal opportunity employer.*

**FLSA:** non-exempt

**STARTING PAY:** \$10.71/hour

#### **DEFINITION**

Performs responsible and confidential duties for the Parks and Recreation Department at the Northwest Off Highway Vehicle (OHV) Park; performs specialized duties including collection of fees for day use and pavilion rental and enforcement of park rules and regulations; and performs related work as required.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct supervision from the Director of Parks and Recreation and the Recreation Specialist - Outdoors.

Exercises no supervision.

**ESSENTIAL FUNCTION STATEMENTS** – *Essential duties may include, but are not limited to, the following:*

1. Assists customers with concerns and inquiries regarding the park.
2. Receives and processes all payments for day use and pavilion rentals; balances cash drawer daily.
3. Performs registration procedures and necessary record keeping for participation and revenue reports; writes accurate and detailed reports; completes forms and maintains logs.
4. Enforces the rules and regulations of the park; patrols areas under control of the Bridgeport Parks and Recreation department; performs security checks on

buildings; observes and takes appropriate action with regard to suspicious activity.

5. Maintains cleanliness and order in the park.
6. Performs various tasks associated with the care and protection of the park and customers; performs light maintenance including minor repairs.
7. Operates any and all specialized equipment.
8. Assists with departmental special events.
9. Performs related duties as needed or assigned.
10. Accurately completes all necessary paperwork in a timely manner.
11. Prompt and regular attendance is required, remaining alert at all times.

## **QUALIFICATIONS**

### **Knowledge of:**

English usage, spelling, grammar and punctuation.  
Principles and practices of mathematics.  
Customer service and conflict resolution techniques.  
Computer applications as they relate to assigned areas.  
Methods and practices of financial and statistical record keeping and reporting.  
Pertinent Federal, State and Local laws, codes and regulations.

### **Skills:**

Presents good interpersonal and communication skills.  
Self-motivated and capable of functioning effectively in an independent situation.  
Able to operate assigned equipment.  
Able to cope with stressful situations.  
Inclined to accuracy, efficiency and courtesy toward the public and other City employees.

### **Ability to:**

Operate and maintain assigned equipment and materials used in performing essential functions.  
Perform semi-routine work involving the use of independent judgment.  
Learn, interpret and apply departmental policies, rules and regulations.  
Make accurate mathematical calculations.  
Calculate and tabulate data.  
Use initiative over a broad range of situations and alternatives.  
Compose correspondence and memoranda independently.  
Communicate clearly and concisely, both orally and in writing.

- Understand and follow oral and written instructions.
- Maintain accurate and well-organized records and files.
- Maintain the confidentiality of sensitive data.
- Adhere to multiple deadlines and handle multiple projects.
- Prepare clear and concise reports with accuracy.
- Handle public inquiries with tact and courtesy.
- Identify and respond to issues, concerns and needs.
- Type with speed and accuracy and proficiently operate a 10-key.
- Read and write at the level required for successful job performance.
- Operate a personal computer and use applicable software.
- Establish and maintain effective relationships with those contacted in the course of work.
- Perform limited variety of regular assignments without instructions according to established procedures.
- Work flexible and extended hours to accommodate City needs.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
  - *Walking, standing or sitting for extended periods of time*
  - *Operating assigned equipment.*
- Maintain effective audio-visual discrimination and perception needed for:
  - *Making observations*
  - *Communicating with others*
  - *Reading and writing*
  - *Operating assigned equipment and vehicles.*

**EXPERIENCE AND TRAINING GUIDELINES** - *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Two (2) years of previous experience in customer service and/or routine cash handling functions.

**Training:**

Must have a High school diploma or GED.

**Licenses and/or Certifications:**

Must have a valid Texas driver's license.

**Age Requirement:**

Must be at least 18 years of age or older upon employment.

## **WORKING CONDITIONS**

### **Environmental Conditions:**

The employee works an office environment (exposure to computer screens) and a field environment (exposure to varying weather conditions, loud noise, dust, water, grease and exhaust fumes; work on uneven surfaces; work around moving objects and vehicles; exposure to domestic and wild animals). The employee is required to stand for prolonged periods of time. Frequent driving is required to monitor and enforce park rules and regulations. The employee has frequent public contact in person and on the phone.

### **Physical Conditions:**

The employee must be able to meet the physical requirements of the job and have mobility, vision, hearing and dexterity levels appropriate to perform the required duties. The employee is regularly required to sit, stand, walk, bend, twist, kneel, reach, push, pull, drag, and/or lift items, listen in person and over the telephone, communicate orally and use hands and fingers to handle, feel or operate standard office equipment. The employee is regularly required to sit for prolonged periods of time. The employee occasionally lifts and carries items weighing up to 35 pounds.

## **DISCLAIMERS**

This job description is:

1. Intended to describe the general nature and level of work being performed by any employee assigned to this job title. It is not intended to be a complete list of all job duties, responsibilities, and/or behaviors of employees in this job. It is intended to describe the essential functions of the position that a qualified individual must be able to perform, either with or without reasonable accommodation.
2. Not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under their supervision.
3. Not an employment agreement or contract. The City of Bridgeport has the exclusive right to alter this job description at any time without notice.

A criminal history, driver's license check and drug test are required for employment.

In compliance with the Americans with Disabilities Act, the City of Bridgeport will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*

### **ACKNOWLEDGEMENT**

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Bridgeport. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management immediately to interpret these duties and expectations.

**Signature / Approval**

Date: \_\_\_\_\_

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Employee's Printed Name