



## NATRONA COUNTY JOB DESCRIPTION

<b>TITLE:</b> Parks Maintenance Worker	<b>EMPLOYMENT STATUS:</b>
<b>DEPARTMENT:</b> Parks, Recreation, Leisure Services	AT-WILL EMPLOYEE
<b>SUPERVISOR:</b> Parks Caretaker	Seasonal
Revised: 5/29/2020 THIS JOB DESCRIPTION MAY BE CHANGED WITHOUT PRIOR NOTICE.	Regular hours worked – 30 to 40/week

### SUMMARY:

The Parks Caretaker is primarily responsible for the care and maintenance of the Natrona County Parks Campgrounds/Day Use Areas and other recreation facilities, under the direction of the Parks, Recreation, and Leisure Services Director

### ESSENTIAL FUNCTIONS:

1. Assists in the Cleaning of Campgrounds, Day Use Areas, Shelters, Playgrounds, and bathrooms.
2. Assists in the pickup and disposal of trash and debris.
3. Assists in responding to customer service request from visitors.
4. Assists in the enforcement of rules and regulation of the Parks, pertaining to their area of responsibility.
5. Assists in processing and collecting fees and prepare daily reports of permits sold and fees collected.
6. Assist in ensuring that camping permits are properly obtained and displayed at camping location.
7. Performs other duties as assigned or required.

### NONESSENTIAL FUNCTIONS:

1. Identifies equipment needs for each assigned project.
2. Cleans tools and equipment.
3. Track and store tools and equipment.
4. Promotes effective communication.

### PHYSICAL & MENTAL DEMANDS:

1. Positions in this class require: stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, seeing and repetitive motions.
2. Exerts up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, and pull or otherwise move objects.
3. Frequently sit, walk, and stand in order to complete duties.
4. May be subject to dusts, odors, chemicals, and extreme climate/weather conditions and sewage.



5. Work independently with little supervision and exercise initiative and sound judgment.
6. Establish and maintain effective working relationships with other county employees, representatives of other agencies and organizations, and members of the community.
7. Be prepared to work in all weather conditions
8. Be flexible in assigned jobs or duties on a daily basis
9. Prioritize and triage work tasks daily

#### **EDUCATION AND EXPERIENCE**

1. High School Diploma or equivalent required
2. Must be at least 18 years of age.

#### **LICENSES AND CERTIFICATIONS**

1. Valid, unencumbered Wyoming Drivers' License

#### **KNOWLEDGE AND SKILLS**

1. County Policies and Procedures
2. Principles and practices of parks operation and public recreation.
3. Regulations and standards governing the maintenance of public park facilities.
4. Records and documentation relative to park operations.
5. Assisting in ensuring the public is provided with safe and well maintained park facilities.
6. Interacting with and providing customer service to the public.
7. Assessing and prioritizing multiple tasks, projects and demands
8. Safe and efficient operation and maintenance of equipment according to standard operating and safety procedures
9. Safe use of chemicals, pesticides, herbicides and cleaning compounds.
10. Promoting and enforcing safe work practices

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Employee Name

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Signature

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Date