

## DYRACUSE PARK ATTENDANT JOB DESCRIPTION

### NATURE OF WORK

Attendants are responsible for opening and closing the park and for the constant monitoring of park operations.

### AREA OF RESPONSIBILITY

The following duties and responsibilities are the normal duties for this position. They are not to be construed as exclusive or all inclusive. Other duties may be required and assigned by the Superintendent of Highways and Public Works.

The attendant shall inspect the condition of the tracks and trails at the beginning of each shift and during the shift, also verifying that all signage is in place and replacing missing signage; maintain order in the park at all times; check in riders; receive fees and issue receipts; answer questions and explain rules as required; keep office and pavilion areas clean; clean restrooms as needed; pick up branches and trash as needed; empty garbage at least nightly and place in the dumpster; assist as needed if an injury occurs on the grounds, calling 911 if serious; complete accident report and obtain witness statements; immediately report serious injuries to the Superintendent of Highways and Public Works; count money and complete deposit slip; have receipts and other forms in order at the end of the day; make deposit at Nekoosa Port Edwards State Bank; return cash box to the Highway Department; place note with waiver forms in cash box for any needed supplies; order supplies in a timely fashion; wear safety vest or other safety shirts provided; and only use the phone for work related calls.

Town vehicles and equipment shall only be operated by Town employees. Town equipment shall not be used to pull out or tow any disabled or stuck vehicles.

Total hours of employment are not to exceed forty hours in one week or twelve hundred hours per year.

### DESIRABLE KNOWLEDGE, TRAINING, AND SKILLS

Attendants must be able to work with figures and handle money, communicate effectively with the public, provide excellent customer service, handle emergency situations, and maintain control of park use by enforcing the rules set forth.

Attendants must be physically able to perform the job duties: walking and/or climbing on uneven terrain, standing, bending, stooping, and lifting up to 50 pounds. Attendants must hold a valid drivers license.