

CHIEF ATTENDANT

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents are responsible for the routine operation in a park area. This class is responsible for the operating routine of one or more park areas and for providing liaison between the field stations and the Park Superintendent. In season, this involves supervision over a substantial number of operating personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises operations of bathhouse through inspection of upkeep, review of receipts, staff assignments, etc.;

Supervises life-guarding through life-guard captain;

Handles complaints;

Issues grounds and camp permits;

Supervises cash collection and prepares daily reports of cash receipts and makes bank deposits;

Maintains time and attendance records;

Maintains records of equipment repairs, gas, and services;

Assists Superintendent in making rounds of facilities;

Transports staff and equipment between facilities;

Supervises work details.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Familiarity with operating needs of parks and golf courses; familiarity with County procedures, personnel, and financial record keeping; ability to make simple mathematical computations; ability to perform simple clerical operations; ability to supervise and maintain control over a substantial number of unskilled temporary employees; ability to deal with the public with tact and judgment; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) high school or equivalency diploma and three years of work experience in a public outdoor recreation area; or (b) six years of work experience in a public outdoor recreation area.

