

PARKS WORKER III

DISTINGUISHING FEATURES OF THE CLASS: On a temporary or seasonal basis, performs a variety of tasks requiring higher level skills. Incumbents may be assigned to a specific position in an office or in the field, or perform a variety of complex tasks. Incumbents may be expected to work weekends and evenings. This level differs from that of Parks Worker II in that it requires independent judgment within established guidelines, and responsibility for an assigned area. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assigns, directs, instructs and supervises a wide variety of regular maintenance and cleaning activities;

Supervises a cashier team and participates in cashroom collection activities;

Makes periodic checks of motors, pumps and other mechanical equipment adjusting, lubricating and noting repairs needed, operating and maintaining ice rink and other mechanical equipment;

Compiles information needed for reports, enters data on records and logs and maintains files in accordance with procedure;

Types complex material using a variety of machines, including word processors, to produce correspondence, records, reports, tables, etc., and proofreads material making necessary corrections to ensure correct spelling, punctuation, grammar;

Schedules appointments, maintains calendar, prepares office schedules;

Answers telephone, receives visitors, responds to requests for information and directs inquiries to appropriate staff.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern office methods; familiarity with financial record keeping and arithmetic; ability to use a variety of common tools such as shovels, hammers, pruners, etc.; ability to understand and carry out written and oral instructions; ability to communicate effectively both orally and in writing; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: There are no minimum requirements of training and experience.