

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Work Phone:

2. Class Title (i.e. payroll title):

Recreation Services Assistant

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

Recreation Services Coordinator

Work Phone: 266.6517

5. Department, Division & Section:

Public Works – Park Division

6. Work Address:

210 Martin Luther King Jr. Blvd #104

7. Hours/Week: 8 hours a day – 40 hours a week

Start time: varied End time: varied

8. Date of hire in this position:

January 1, 2010

9. From approximately what date has employee performed the work currently assigned:

10. Position Summary:

This is responsible and varied work in the areas of cash management, parks rule enforcement, routine custodial and maintenance, and coordination of seasonal staff. Work frequently involves varied hours, including evening, holidays and weekend work (Work varies considerably on a seasonal basis). Under the supervision of the Recreation Services Coordinator, the work involves performing heavy manual labor, routine maintenance, operation of equipment/tools, assisting with parks programs, and rule enforcement. This position also is responsible for cash handling and providing routine information to park users as well as processing daily reports and coordinating, training, scheduling and facilitating seasonal PT staff as assigned.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

35% A. Collect and process cash operations associated with vending facilities including but not limited to boat launch and dog park facilities

1. Perform daily pick-up at different facilities, including, the boat launch, dog park facilities, and other facilities as required.

2. Deliver cash to assigned area (Park Office or Night Deposit Box)
 3. Follow pre-established policies and procedures in preparing reports, updating kiosks, general cleaning of the area, and customer follow-up as directed
- 10% B. Staff different park venues associated with operations within Community Services including, but not limited to winter concessions, special events and the like.
1. Follow pre-established policies and procedures associated with different tasks including but not limited to, parking, cash handling, security, rules enforcement, etc.
 2. Provide customer service as directed
 3. Perform parking management and enforcement i.e. stadium parking assistance for planned events (for example – Warner Park baseball, UW events, etc.)
- 35% C. Perform tasks associated with rules enforcement
1. Patrol and maintain (i.e., walk) cross-country ski trails (winter), pathways, boat launch, shelters and other park venues and sports fields
 2. Enforce rules, regulations and ordinances relative to parks, including but not limited to; parking, vending, winter cross country ski, dog parks, program and facility use
 3. Provide routine customer assistance and information to park users as requested.
 4. Follow pre-established policies & procedures in writing tickets for violations, preparing daily reports, etc.
 5. Secure park facilities each night as directed i.e. lock shelter bathrooms
 6. Check on contracted park areas for compliance as directed by supervisor
 7. Testify regarding issuance of citations as required.
- 15% D. Perform routine custodial maintenance at Parks facilities.
1. Clean bathrooms and shelters
 2. Paint, post, repair and replace signs
 3. Remove brush and pick up litter
 4. Operate motor-driven equipment.
 5. Identify/report situations requiring repair, maintenance, or other corrective actions.
- 3% E. Coordinate, train, schedule and facilitate seasonal PT staff.
1. Orient, train, assign, and monitor the work of seasonal PT staff and volunteers workers at diverse locations
 2. Exercise judgment in recommending modified schedules based on program needs and staff availability
 3. Inform supervisor of infractions/problems
- 2% F. Perform related work as assigned.

12. Primary knowledge, skills and abilities required:

Working knowledge of basic business practices related to cashiering/sales and customer service. Working Knowledge of basic bookkeeping. Working knowledge of facility maintenance principles, practices, and techniques. Working knowledge of the methods and equipment used in basic carpentry, mechanics and grounds maintenance. Ability to perform basic facility maintenance. Ability to train, assign, and lead seasonal workers at diverse locations. Ability to communicate information and enforce rules effectively to co-workers and the public. Ability to understand and perform oral and written instructions. Ability to communicate effectively, both orally and in writing. Ability to deal tactfully and firmly with potentially hostile individuals. Ability to exercise judgment in implementing programmatic activities over extended hours of operation, and to work independently. Ability to maintain adequate attendance during varied work schedules.

13. Special tools and equipment required:

14. Required licenses and/or registration:

Possession of a valid driver's license and ability to meet the transportation requirements of the position
Certification in First Aid/CPR

15. Physical requirements:

- a. Ability to operate a motor vehicle
- b. Ability to do heavy lifting (up to 50 pounds and heavier objects with another employee)
- c. Ability to perform heavy manual labor, maintenance, custodial and repair tasks in the outdoors under adverse weather conditions
- d. Ability to walk great distances, bend, stoop, lift, etc.

16. Supervision received (level and type):

17. Leadership Responsibilities:

This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
 has no leadership responsibility.
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

- I prepared this form and believe that it accurately describes my position.
- I have been provided with this description of my assignment by my supervisor.
- Other comments (see attached).

EMPLOYEE

DATE

19. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- Other comments (see attached).

SUPERVISOR

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.