

## **PARK ATTENDANT (Seasonal)**

**DEPARTMENT:** Town of Owego  
**CLASSIFICATION:** Non-competitive  
**SALARY:** To be determined  
**ADOPTED:** 06/13; Tioga Co. Personnel & Civil Service

**DISTINGUISHING FEATURES OF THE CLASS:** This is routine work in the performance of standardized clerical tasks within the Park office and maintenance of the recreation facilities and grounds. The work is performed under immediate or general supervision of a higher level supervisor. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Collects and issues receipts for camping fees;
- Enters camper data into database;
- Answers inquiries and gives out routine information related to Park rules and/or events;
- Reviews camp roster records;
- Inspects and cleans park restrooms;
- Orders and restocks restroom supplies;
- Inspects pavilions and removes litter;
- Maintains flowerbeds and planters;
- Does general park cleanup

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Working knowledge of office terminology, procedures, and equipment; working knowledge of business arithmetic; ability to communicate effectively with others; willingness to perform routine manual tasks; ability to follow oral and written instructions; willingness to work in all weather conditions; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma; or any combination of experience and training sufficient to indicate ability to do the work.

**Special Requirement:** Possession of appropriate level New York State driver's license at the time of appointment.