

**BEFORE THE BOARD OF CURRY COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY, OREGON**

**IN THE MATTER OF ADOPTING A)
POSITION DESCRIPTION FOR A)
NEW POSITION)**

ORDER 23089

WHEREAS, it is the recommendation of Wendy Lang, Juvenile and Parks Director, that the attached position description be adopted for the following position:

Seasonal Parks Assistant
Position Title

As Negotiated
Range

WHEREAS, the Board of Commissioners of Curry County, a political subdivision of the State of Oregon, is in agreement with the above stated recommendation;

NOW, THEREFORE, IT IS HEREBY ORDERED that the above stated recommendation be in effect as of May 4, 2022.

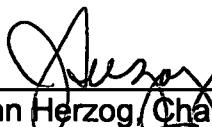
Dated this 4th day of May 2022.

CURRY COUNTY BOARD OF COMMISSIONERS

Approved as to form:



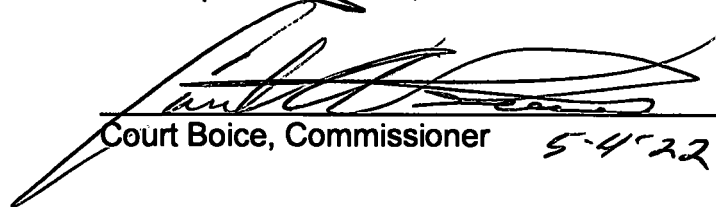
Anthony Pope
Curry County Legal Counsel



John Herzog, Chair



Christopher S. Paasch, Vice Chair



Court Boice, Commissioner

5-4-22

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Seasonal Assistant-Parks

EXEMPT: No
SALARY LEVEL: As Negotiated
SUPERVISOR: Parks Coordinator
PREPARED BY: Juvenile Director

April 2022

POSITION SUMMARY:

Under direction of the Juvenile Director and supervision of Parks Coordinator, this position assists in maintenance and duties for the betterment of Curry County Park facilities and lands. This position assists in facility maintenance and cleaning, lawn care, helping with check-in/check-out, firewood processing, and providing information regarding campground rules and regulations, and quality customer service.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Including the following, other duties may be assigned as required.

1. Represent Curry County Parks, greet park visitors, distribute park information, answer questions, pick up litter, check, clean and stock restrooms, notify parks staff or law enforcement when emergencies arise.
2. Perform various maintenance duties such as; working on existing and new development projects, mow, weed, landscaping. Operate and maintain a variety of equipment, paint, build or work on construction projects. Using a variety of power/lawn/hand tools to include but not limited to: chainsaws, weed eaters, hand saws, tractors, mowers, shovels, and rakes.
3. As directed by the Parks Coordinator, coordinates work and leads assignments with park host, community partners, seasonal staff, and other volunteers.
4. Maintains the best possible public relations and customer service within the county.
5. As directed by Parks Coordinator assist in collecting, recording, and accounting of monies.
6. Follow maintenance repair schedules, request necessary maintenance supplies, tools, and equipment when not readily available.
7. Other duties as assigned.

JOB DESCRIPTION
JOB TITLE: Seasonal Assistant-Parks – Page 2

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THIS POSITION:

Knowledge of: Basic knowledge of Park systems maintenance; knowledge of the methods, means and personnel by which park operations are to be conducted. Knowledge of landscaping, carpentry, janitorial techniques, and power tool equipment. Knowledge of environmental practices and procedures.

Skill in: Landscaping, small equipment repair, and communication.

Ability to: Communicate effectively in both oral and written form; give practical advice and guidance to parks staff; follow safety instructions and practices; follow plans and coordinate work project; work flexible shift; apply a practical knowledge of park management to day-to-day activities; safely operate power equipment; work within a team; remain calm and use good judgment during confrontational or high pressure situations; make decisions independently in accordance with established policies and procedures; maintain records; courteously meet and deal effectively with other employees, law enforcement agencies, other agencies, and the public.

Education, experience and training: High school graduation or the equivalent and 1 year of maintenance experience (e.g., construction trades, landscaping, janitorial) or visitor service experience (housekeeping, customer service, rule enforcement).

Must have a valid Oregon driver license and pass a criminal background check.

Any combination of education and/or experience, which indicate that the individual is able to handle the requirements and expectations of the position.

SUPERVISORY CONTROLS OF THIS POSITION:

This classification works under the guidance from the Juvenile Director and Parks Coordinator. Recurring routine assignments are independently performed on basis of past experience. Employee receives general instructions regarding scope of and approach to projects or assignments. Work is reviewed periodically to ensure determinations and decisions are made in accordance with department policy and procedures.

SUPERVISION RESPONSIBILITIES:

This position assists in providing supervision and training to camp host and seasonal staff.

JOB DESCRIPTION
JOB TITLE: Seasonal Assistant-Parks –Page 3

GUIDELINES:

Work is performed within established departmental policies and procedures, state and county statutes, rules, regulations and ordinances; accepted procedures within parks and recreation profession; grounds maintenance standards. Employee uses judgment in determining appropriate procedure. Supervisor is available when unusual problems are encountered.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Regular and consistent attendance is required. Work is performed both in an office environment and in the field, which involves everyday risks and discomforts and sometime adverse weather conditions requiring safety precautions. Physical demands may require bending, gripping with hands and fingers, hearing alarms and voice conversation, keyboarding, lifting up to 50 pounds, pulling, pushing, sitting, standing, stooping, twisting and walking rough terrain and possibly encountering hostile people. A substantial amount of daily driving is involved. Use of loud power tools, and equipment is required. Weekend work will be required depending at times.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.