

## **JOB VACANCY ANNOUNCEMENT**

**POSITION:** Part-time Cabin Lake Park Attendants (2 Positions)  
**DEPARTMENT:** Duplin County Parks & Recreation  
**SALARY:** Grade 55 9.6673 per hour  
**OPENING DATE:** August 7, 2017 **CLOSING DATE:** 8/15/17  
5:00 P.M  
**APPLY AT:** Duplin County Personnel Office  
County Administration Building-224 Seminary Street  
Kenansville, NC 28349  
910/296-2174 “Equal Opportunity Employer”

### **GENERAL DESCRIPTION OF DUTIES**

Under general supervision, the purpose of the position is to perform a variety of tasks involved in the maintenance and general operation on the Cabin Lake Recreation Facility. Employees in this classification perform skilled and semi-skilled work. Position is responsible for opening and closing the park at specified times. Greets public and informs visitors concerning park rules and regulations. This position is also responsible for general maintenance of park facilities. Work is performed under general supervision from Cabin Lake Supervisor and is evaluated in terms of quality of work, observation, and visitor user reaction. Performs related work as required.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

#### **EXAMPLES OF ESSENTIAL FUNCTIONS**

This list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Weekend and holiday work required  
Works varied work schedule  
Provides excellent customer service involving greeting and registering park visitors and informing visitors about the facility and its operation via telephone or in person informing them of park rules, policies, and hours of operation.  
Employee must use considerable tact and courtesy in frequent contact with the public.  
Collects fees and registers transactions in computer system.  
Ability to add, subtract, multiply and divide; ability to make change.  
Operates paddle boat area.  
Performs grounds keeping work, which includes mowing, weed eating, emptying trashcans, etc.  
Makes minor repairs to facilities.  
Assists in keeping facilities (Shelters, restrooms, play grounds, office, etc.) clean for park visitor's use.  
Pick up litter and empty trashcans.  
Open and close buildings and restrooms as needed.  
Provide basic first aid and CPR  
Provide emergency management for park incidents  
Report any participant injuries or property damage within 24 hours of occurrence.  
Patrols park regularly for security and maintenance issues.

#### **MARGINAL FUNCTIONS**

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Assists in general maintenance of park buildings and equipment: and performs minor repair work as needed.  
Replaces light bulbs; changes air filters; check fuel levels.

*Management reserves the right to add or amend duties at any time.*

### **MINIMUM TRAINING AND EXPERIENCE**

High School diploma or GED (some college and computer skills preferred); supplemented by previous experience and/or training involving providing customer service, previous Parks and Recreation experience, and building and landscape maintenance; or an equivalent combination of education, training, and experience.

### **SPECIAL REQUIREMENTS**

Ability to obtain basic first aid and CPR certification within first year from date of hire.

Able to swim and prefer experience with basic lifeguarding duties.

Possession of a valid driver's license issued by the State of North Carolina. Must be bondable.