

PARK ATTENDANT SERIES

| <u>Code No.</u> | <u>Class Title</u> | <u>Occ. Area</u> | <u>Work Area</u> | <u>Prob. Period</u> | <u>Effective Date</u> | <u>Last Action</u> |
|-----------------|--------------------|------------------|------------------|---------------------|-----------------------|--------------------|
| 0558 | Park Attendant | 15 | 171 | 6 mo. | 06/15/10 | Rev. |
| 1772 | Park Supervisor | 15 | 171 | 6 mo. | 06/15/10 | Rev. |

Promotional Line: 27

Series Narrative

Employees in this series perform duties involved in the maintenance and physical operations of a park area.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Park Attendant 0558

Employees at this level perform duties incidental to the maintenance and operation of a park or camp area. They work under direct supervision from a designated supervisor.

A Park Attendant typically –

1. performs work incidental to construction and/or maintenance of park or camp lawns, gardens, roads, paths, walks, and other facilities such as building shops, storage areas, offices, rest rooms, and public reception areas
2. cares for lawns, gardens, trees, shrubs, and flowering plants, which involve performing tasks such as cultivating, planting, pruning, and pesticide and fertilizer application
3. performs duties required in the operation and maintenance of heating, sanitary, and drainage of facilities, greenhouses, shelters, and other park or camp buildings
4. operates, maintains, and adjusts necessary equipment used in the performance of assigned duties
5. assists in protective services as required
6. maintains parking lots and assists in direction of traffic as required
7. collects and disposes of garbage
8. assists the Park Supervisor in his/her duties as custodian of materials, tools, and equipment
9. assists in the supervision of and instructs subordinates in the maintenance of lawns, shrubs, trees, roads, trails, and parking areas
10. assists in the supervision of operations related to snow removal, drainage, road repairs, and timber management
11. performs other related duties as assigned

Level II: Park Supervisor**1772**

Employees at this level supervise and are immediately responsible for work related to the maintenance and physical operation of a park area. They work under supervision from a designated supervisor.

A Park Supervisor typically –

1. serves as custodian of materials, tools, and equipment
2. supervises, performs, and instructs subordinates in lawns, shrubs, trees, roads, trails, and parking area maintenance
3. supervises and performs operations related to snow removal, drainage, road repairs, and timber management
4. supervises, performs, and instructs subordinates in greenhouse, nursery, and other growing operations
5. advises on the selection and termination of employees, schedules and assigns work, and assists in evaluating employee's performance
6. performs record keeping duties as required
7. performs all duties peculiar to and normally required in the lower level of this series as necessary
8. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:**Level I: Park Attendant****0558****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. High school graduation or equivalent
2. Possession of a **current** State of Illinois Pesticide Operator's License as applicable to the work assignments of the position to be filled
3. Possession of a valid State of Illinois driver's license, the class of the license depending on the type of the vehicle(s) to be operated

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

1. working knowledge of park grounds, buildings, and utilities standards
2. skill in operating a motor vehicle in inclement weather
3. ability and willingness to perform duties under adverse conditions
4. ability to follow instructions

5. ability to maintain satisfactory working relations with the general public, as well as team members, faculty, staff, and allied agency personnel
6. ability to communicate effectively orally and in writing

Level II: Park Supervisor**1925**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent
2. Any one or any combination of the following, totaling **three (3) years (36 months)**, from the categories below:
 - (a) Work experience in park or institutional grounds maintenance or closely related field
 - (b) Coursework in Horticulture, Landscape Architecture, Forestry or closely related field
 - 30 semester hours equals 12 months
 - 60 semester hours equals 24 months
 - 90 semester hours equals 36 months
3. Possession of a **current** State of Illinois Pesticide Applicator's License as applicable to the work assignments of the position to be filled
4. Possession of a valid State of Illinois driver's license, the class of the license depending on the type of the vehicle(s) to be operated

***Note: Completion of Bachelor's degree in Horticulture, Landscape Architecture, Forestry or closely related field may be substituted for Credential Requirement # 2 above).*

KNOWLEDGE, SKILLS, AND ABILITIES (KSAS)

1. knowledge of materials, machinery, and methods used in landscape development and maintaining grounds, gardens, roads, and forest areas
2. working knowledge of park grounds, buildings, and utilities standards
3. skill in operating a motor vehicle in inclement weather
4. ability to exercise good judgment
5. ability to meet the public in a satisfactory manner
6. ability to maintain satisfactory working relations with the general public, as well as team members, faculty, staff, and allied agency personnel
7. ability to communicate effectively orally and in writing

8. ability to make detailed, concise reports
9. ability to progressively enforce pertinent administrative rules and regulations
10. supervisory ability

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