

Park Attendant Series

Code No.	Class Title	Occ. Area	Prob. Period	Class Spec Effective Date	Exam Effective Date	Last Action
0558	Park Attendant	02 Semi-Professional	6 mo.	07/01/2022	07/01/2022	Revised
1772	Park Supervisor	02 Semi-Professional	6 mo.	07/01/2022	07/01/2022	Revised

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

0558

Level I: Park Attendant

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(n) Park Attendant typically --~~ Illustrative examples of work:

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 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.

1772

Level II: Park Supervisor

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(n) Park Supervisor typically—~~ Illustrative examples of work:

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~~ employees' performance;
6. Performs ~~record-keeping~~ record-keeping duties as required;
7. Performs ~~all duties peculiar to and normally required in~~ of the lower level of this series as necessary;
8. Performs other related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS

0558

Level 1: Park Attendant

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. One of the following:

A. High school diploma or equivalent.

- OR -

A.B. One year of experience in construction, maintenance, landscaping, grounds maintenance, or a related field.

~~2. Possession of a current State of Illinois Pesticide Operator's License applicable to the work assignments of the position to be filled.~~

- AND -

- 3.2. 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. Ability to obtain a State of Illinois Commercial Not-For-Hire Pesticide Operator's license, applicable to the work assignments of the position to be filled, within the probationary period.
2. Knowledge of park grounds, buildings, and utilities standards.
3. Landscaping skills at a level that allows you to complete routine tasks, such as planting and pruning.
4. Skills in building trades, including basic carpentry, plumbing, electrical, or maintenance work, at a level that allows you to complete basic, routine tasks.
5. Skill in using and maintaining hand tools and power tools.
6. Skill in performing janitorial duties, including removing trash and debris, cleaning floors, mopping, and cleaning windows.
7. Skill in operating a motor vehicle in ~~inclement~~ all types of weather.
8. Reading skills at a level that allows you to recognize and understand basic written words and simple sentences.
9. Writing skills at a level that allows you to compose sentences that convey information effectively in written form.
10. Verbal communication skills at a level that allows you to communicate effectively using spoken words, including the ability to listen and ask questions.
11. ~~Ability and willingness to perform duties under adverse conditions.~~
12. Ability to follow instructions.

1772

Level 2: Park Supervisor

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. One of the following:

A. High school diploma or equivalent.

- OR -

- B. One year of experience in construction, maintenance, landscaping, grounds maintenance, or a related field.

- AND -

1.2. 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 a closely related field
- B. Coursework in ~~Horticulture~~horticulture, ~~Landscape~~landscape ~~Architecture~~architecture, ~~Forestry~~forestry, or a closely related field:
 - ~~30 semester hours equals one (1) year (12 months)~~
 - Associate's ~~Degree~~degree (60 semester hours) equals ~~eighteen~~ 18 months ~~(18 months)~~
 - ~~90 semester hours equals two (2) years (24 months)~~
 - Bachelor's ~~Degree~~degree (120 semester hours) equals three ~~(3)~~ years (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.~~

- AND -

~~4.~~ 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.

~~Note: Completion of Bachelor's degree in Horticulture, Landscape Architecture, may be substituted for Credential Requirement # 2 above.~~

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. ~~Ability to obtain a State of Illinois Commercial Not-For-Hire Pesticide Applicator's license within the probationary period, including the category or categories of licensure offered by the Illinois Department of Agriculture applicable to the work assignments of the position to be filled.~~

1.2. Knowledge of materials, machinery, and methods used in landscape development and maintaining grounds, gardens, roads, and forest areas.

2.3. Knowledge of park grounds, buildings, and utilities standards.

3.4. Skill in operating a motor vehicle in inclement weather.

4.5. Ability to exercise good judgment.

5.6. Ability to meet the public in a satisfactory manner.

6.7. Ability to maintain satisfactory working relations with the general public, as well as team members, faculty, staff, and allied agency personnel.

7.8. Ability to communicate effectively ~~orally~~verbally and in writing.

8.9. Ability to make detailed, concise reports.

9.10. Ability to progressively enforce pertinent administrative rules and regulations.

10.11. Ability to supervise.