

JOB ANNOUNCEMENT

City of Treasure Island, Florida

TITLE OF POSITION: Recreation Aide
VACANCY DATE: April 24, 2017
SALARY: \$12.63/hour
CLOSING DATE: Open Until Filled

JOB TITLE: RECREATION AIDE

GRADE: 6

DEPARTMENT: RECREATION

SALARY: \$12.63 - \$17.93/hour

GENERAL DESCRIPTION:

Unskilled and limited semi-skilled manual work in the performance of tasks associated with various recreational functions including clean-up duties of City facilities. Responsible for the safety and supervision of participants involved in City functions. Ability to enforce the rules and regulations governing the various City facilities. Work required the exercise of tact, judgment and diplomacy when dealing with the public. This position reports to the Recreation Director.

ESSENTIAL JOB FUNCTIONS:

1. Set up and break down of various activities, city meetings, events and functions. Maintains discipline in small to large groups of people of all ages. Enforces city rules, policies and regulations during activities, events and functions.
2. Drive bus for various recreation programs and city functions.
3. Provides customer service; meets visitors and provides assistance and information as required to all facility users, residents and visitors
4. Clean -up duties shall include, but not be limited to: emptying trash and ash bins and trays, sweeping and mopping floors, wiping down tables and chairs and other furnishings; replenishing toilet paper and hand towels; cleaning restrooms and kitchens.
5. Opens and closes locks and unlocks city facilities as needed.
6. Assist with coordination of recreational activities.
7. Assist in making minor repairs to equipment as required.
8. Perform related work as required and assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to deal with people effectively, courteously and enthusiastically.
- Requires some knowledge of the materials, methods and equipment typically used in recreational work and clean-up duties.
- Ability to learn duties.
- Ability to understand and follow simple oral and written instructions.
- Requires sufficient physical strength and agility to perform assigned tasks.
- Ability to move and lift up to 50 pounds.
- Knowledge of occupational hazards connected with manual work.

EDUCATION AND EXPERIENCE:

Must possess a high school diploma or GED. Must have previous experience in dealing with the public.

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Valid Florida Driver's License.

Possession of valid Class B - CDL Florida Driver's License as well as Air Brake and Passenger Endorsements. NOTE: CLASS B CDL - Required as condition of employment; must satisfy this requirement within sixty (60) days of hire.

ESSENTIAL PHYSICAL SKILLS:

- Sufficient physical strength and agility to perform assigned tasks
- Acceptable eyesight (with or without corrections)
- Acceptable hearing (with or without aid)
- Ability to communicate both orally and in writing.
- Ability to access, input and retrieve information from a computer.
- Ability to lift 50 pounds.

ENVIRONMENTAL CONDITIONS:

Work is performed primarily in an office environment with moderate noise levels. The employee in this class is frequently subject to inside environmental conditions which provide

protection from weather conditions but not necessarily from temperature changes and is occasionally subject to outside environmental conditions.

(Reasonable accommodation will be made for otherwise qualified individuals with a disability.)