

CITY OF MARQUETTE

JOB DESCRIPTION

TITLE: Pavilion Attendant

REPORTS TO: Parks and Recreation Coordinator

EFFECTIVE DATE: April 1, 2014

JOB CLASSIFICATION: Seasonal/Temporary

Position Summary:

Staff the Presque Isle Pavilion during open public hours to serve as a greeter, to provide information and building security, and perform light maintenance of the building and grounds. May host special events sponsored by the City, serve refreshments or assist with program presentations.

Essential Duties:

An employee in this position may be called upon to do any of the following:

- Represent the City of Marquette by greeting visitors to the pavilion and Presque Isle Park, educating them on the park's facilities, features, and policies, and distributing tourist information on area destinations and attractions. Work to ensure a safe and enjoyable park experience.
- Ensure public relations are handled in a courteous and professional manner, both by oneself and other employees.
- Host special City events open to the public, including decorating, serving refreshments, and directing the order of events. Arrange furniture for City events only.
- Conduct such surveys and data collection on public use of the pavilion as the City deems appropriate.
- Perform light building maintenance tasks such as dusting, window cleaning, washing interior surfaces, cleaning furniture, cleaning kitchen appliances and barbecue, sweeping and mopping floors, and cleaning public restrooms.
- Maintain building grounds and surrounding picnic area by picking up litter, raking, shoveling, spreading ice control materials, mowing grass, watering and weeding planting beds, and similar tasks.
- Report accidents, emergencies, scheduling problems, and building repair and maintenance needs to the appropriate City staff person.
- Exercise proper safety precautions in the performance of work, including use of appropriate personal protective equipment, machine guards, and safe work procedures.
- Operate City equipment in a safe, courteous manner using sound judgment at all times. Keep daily assigned equipment clean and organized.
- Work hours and assignments may vary and will include some weekend shifts.

Non-Essential Duties:

Performs other related functions as assigned.

Materials and Equipment Used

- Lawn mowers; both push mowers and riding mowers.
- Rakes, shovels and other hand tools used for lawn work.
- Power tools for yard work including weed whip, leaf vac and blower, sod cutter, power edger, garden tiller and turf boom.

Required Qualifications:

- Must maintain satisfactory working relationships with public officials, user groups, the general public and other City employees.
- Ability to work a flexible schedule that includes evenings, week-ends and holidays.
- A valid Michigan driver's license and good driving record.
- Knowledge of safe work practices and materials used.
- Knowledge and ability to operate a variety of hand tools and power equipment used in landscape maintenance.
- High school diploma or equivalent.

Physical Demands:

- Ability to communicate orally in a clear manner.
- Ability to work outdoors in all types of climate and weather conditions. Ability to withstand temperature changes in the work environment.
- Physical strength and dexterity to perform work involving lifting and carrying moderately heavy objects.
- Ability to lift 75 pounds maximum with assistance of another person, and frequent lifting and/or carrying objects weighing up to 40 pounds.
- Frequent bending, squatting, twisting climbing and reaching.
- Occasional sitting and driving.
- Ability to distinguish various sounds and people or objects at varied distances.

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this job description.

Department Head

Date

Director of Administrative Services

Date