

Taylor County Board of County Commissioners
JOB TITLE: (Seasonal Part Time)
Keaton Beach Boat Ramp & Hodges Park Attendant

EXEMPT (Y/N):	No	UNION (Y/N):	N
Pay Grade 110	\$8.05 per hour	WORKERS COMP CODE:	9015
LOCATION:	Keaton Beach Boat Ramp and Hodges Park		
PREPARED BY:	Human Resources	DATE:	06-13-2012
APPROVED BY:	County Administrator	Edited:	06/19/15

THIS POSITION DOES NOT TAKE TANGIBLE EMPLOYMENT ACTIONS

SUMMARY:

Oversees activities at County Boat Ramp and County Park to ensure that proper procedures are followed. This position is a temporary, seasonal, call in and part-time position. This position requires attendant to work weekends and/or holidays.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Observes vehicles to ensure permits have been purchased and directs unpermitted vehicles how to purchase a permit.
- Directs traffic.
- Maintains a clean boat ramp area and park.
- Maintains clean bathrooms, removes trash, empties trash containers, and uses mowers and lawn equipment.
- Maintains logs for the boat ramp and accurately documents the tag numbers of non-permitted vehicles.
- Assists public and provides information about the boat ramp and park.
- Practice and enforce safety procedures and guidelines.
- Perform other job duties as assigned by supervisor.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to understand and apply applicable rules, regulations, policies and procedures.
- Ability to follow written and oral instructions.
- Ability to receive public with courtesy.
- Ability to set work priorities, organize work schedules and keep records.
- Ability to work cooperatively with others.
- Ability to work independently and exercise initiative.

Taylor County Board of County Commissioners
JOB TITLE: (Seasonal Part Time)
Keaton Beach Boat Ramp & Hodges Park Attendant

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable Accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, employee is required to talk and to hear.
- Required to stand, walk, sit, reach, stoop, kneel, crouch and frequently use hands and fingers.
- Must be able to lift and/or move up to 35 pounds with frequency and perform yard duties.
- Must be able to use lawn equipment.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ◆ While performing this job, the employee works near moving mechanical parts and moving vehicles.
- ◆ Potential exposure to fumes and/or airborne particles, toxic or caustic chemicals.
- ◆ Continuous exposure to all weather conditions including extreme heat or cold, high winds and rain.
- ◆ Continuous exposure to insects and potential exposure to vermin.
- ◆ Employee will be working in a malodorous environment, especially during the summer season.
- ◆ Taylor County Board of County Commissioners is an Equal Opportunity, Veteran's Preference, background checking, and drug testing employer.

EDUCATION AND/OR EXPERIENCE:

High school diploma or GED

COMMENTS:

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required by their purpose.