



## **City of Phoenix PARKS AND RECREATION AIDE**

**JOB CODE 40450**

Effective Date: Rev. 07/03

### **DISTINGUISHING FEATURES OF THE CLASS:**

The fundamental reason this part-time classification exists is to perform simple manual and clerical duties, under direct supervision, in park maintenance or recreation unskilled activities. Some positions are assigned to the maintenance area performing tasks such as custodial work and policing of the grounds. In the recreation area, duties include providing unskilled clerical support, acting as pool attendant, and helping with the various recreation programs. Employees in this classification are closely supervised by Parks Foremen or Recreation Coordinators.

### **ESSENTIAL FUNCTIONS:**

- Polices sites, picking up paper and trash.
- Provides general cleaning of buildings and restrooms.
- Cleans golf balls and performs routine cleanup of snack area and golf shop.
- Participates in recreation programs.
- Performs routine clerical functions such as delivering flyers and answering phones for summer programming or general office work.
- Sets up apparatus and other equipment and issues supplies.
- Lines courts and ball diamonds.
- Checks in clothes and valuables at pools.
- Collects entry fees and operates cash register.
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

### **Required Knowledge, Skills and Abilities:**

Ability to:

- Understand and follow oral and written instructions in the English language.
- Work cooperatively with other employees and the public.
- Moving objects 20-50 pounds long distances (further than 20 feet).
- Communicate orally in the English language by telephone or in a one-to-one setting.

### **Additional Requirements:**



## **City of Phoenix**

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**

Any combination of education and experience which provides the knowledge, skills, and abilities to perform the work.