

CITY OF MARQUETTE

JOB DESCRIPTION

TITLE: Tourist Park Attendant

REPORTS TO: Parks and Recreation Coordinator

JOB CLASSIFICATION: Seasonal

JOB SUMMARY:

Works under the general supervision of the Parks and Recreation Coordinator.

The primary objective of the Tourist Park Attendant is to assist with the efficient operation of the Tourist Park Campground. The attendant must possess good administrative, public relations and maintenance skills necessary to enhance overall operations. The Tourist Park Attendant is expected to be on duty during evenings, weekends and holidays.

Essential Duties:

- Efficient operation of the park's on-line reservation system.
- Ensures the proper communication and enforcement of park rules.
- Ensures public relations are handled in a courteous and professional manner, both from oneself and other employees.
- Cleaning office windows.
- Participates in all phases of fee collection and cash handling as needed.
- Assists in litter removal, cleaning office, restrooms, picnic areas, fire rings and weed whacking and mowing.

Position Qualifications:

- Requires good people skills, positive attitude, and the ability to defuse potentially confrontational situations.
- Must take and pass basic cash handling test at Michigan Works. Previous experience with cash handling and working with the public is preferred.
- Must be at least 18 years of age
- Skill in use of computers, printers, and common software packages.
- Ability to work a flexible schedule that includes evenings, weekends and holidays from mid-May to mid-October or the end of the season.

Non-Essential Duties:

- Perform other related functions as assigned.

Physical Demands:

- 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.
- Light heavy work: Lifting 75 pounds maximum with the assistance of another person, and frequent lifting and/or carrying objects weighing up to 40 pounds.
- Frequent bending, squatting, twisting climbing and reaching.
- Ability to communicate orally in a clear manner.
- 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.