

**MUNICIPAL ORDER NO.: \_\_:2019**

WHEREAS, a job description for the Splash Pad Attendant needs to be adopted by the City;

WHEREAS, the requirements for Parks and Recreation Director need to be updated and amended;

NOW THEREFORE BE IT ORDERED by the City of Morehead, Board of City Council that the new class specifications for Splash Pad Attendant and the revised class specification for Parks and Recreation Director, copies which are attached hereto are approved. A complete copy of said class specifications shall be added to the Class Specifications book retained by the City Clerk.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

CITY OF MOREHEAD

\_\_\_\_\_  
Laura White-Brown, Mayor

ATTESTED: \_\_\_\_\_  
Crissy Cunningham, City Clerk

**CITY OF MOREHEAD  
POSITION DESCRIPTION**

Class Title:     Splash Pad Attendant (Part-Time/Seasonal)

Department:   Parks and Recreation

Supervisor:    Director of Parks and Recreation

Supervises:    None

Class Characteristics:

To perform excellent customer service to the public by answering routine questions, greeting visitors, enforcing splash pad rules, park rules, crowd control, and be Splash Pad lead person. Assist in house-keeping around Splash Pad. Respond to emergency situations: administering CPR and first aid if properly trained; reports to the Director of Parks and Recreation. Also, performs related work as required.

General Duties and Responsibilities:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job. Other duties may be required and assigned.

Essential:

1. Adhere and comply with the City of Morehead Employee Handbook.
2. Informs patrons of the rules and regulations to be observed in and around the splash pad and enforces such rules and regulations to minimize or eliminate hazardous situations
3. Provide general information about the department's facilities and services
4. Keeps splash pad and park area free of trash
5. Enforcing splash pad policies & rules and regulations
6. Enforcing policies set by department in the event of threatening weather
7. Routinely checks water levels and clean drains; check chemicals for splash pad during operations
8. Participate in the coordination, set up, and tear down of special event activities with the ability to lift at least 50 pounds
9. Administers basic first aid until qualified medical personnel arrives
10. Any other duties as assigned

Non-essential: None.

OTHER DUTIES AND RESPONSIBILITIES:

1. Ensure the adherence to safe work practice and procedures. Correctly wears appropriate personal protective equipment when required. Report any accidents immediately to Supervisor or Manager.
2. Performs routine maintenance on equipment; report any malfunctioning equipment to the Supervisor or Manager.

3. Always conducts behavior in a professional manner to reflect positively on customer's perception of facility.
4. Promotes the teamwork environment; assist co-workers when necessary.
5. Maintain work, time, and material records.
6. Perform special projects and other duties as assigned.

**MINIMUM JOB REQUIREMENTS:**

16+ years old

**EDUCATION:**

2 years of High School complete

**EXPERIENCE:**

None required

**LICENSES AND CERTIFICATES:**

None required.

**KNOWLEDGE, SKILLS AND ABILITIES**

**KNOWLEDGE OF:**

Safe work practices

**SKILL IN:**

Performing basic park maintenance activities

**ABILITY TO:**

Work varied shifts as necessary.

Observe possible safety hazards and react/correct accordingly; including bad weather.

Clean and maintain assigned park facilities.

Understand and follow oral and written instruction.

Communicate clearly and concisely, both oral and in writing.

Establish and maintain effective relationships with those contracted in the course of work.

Pass a preemployment and random drug tests.

**PHYSICAL REQUIREMENTS / WORK ENVIRONMENT:**

Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Reading and writing
- Operating assigned equipment
- Communicating with and instructing others

Maintain physical condition appropriate to the performance of assigned duties and responsibilities that may include the following:

- Climbing stairs/ladders
- Sitting, walking or standing for extended periods of time
- Operating assigned equipment
- Performing manual tasks for extended periods of time and in unfavorable weather conditions
- Exposure to air contaminants, noise, vibration, and temperature extremes
- Walking, standing, and sitting for extended periods of time
- Working with hazardous/toxic materials
- Occasionally lift, move, carry and push/pull objects weighing up to 50 lbs.

DATE ADOPTED: APRIL 8, 2019

CITY OF MOREHEAD  
POSITION DESCRIPTION

Class Title: Director of Parks and Recreation

Department: Parks and Recreation

Supervisor: Mayor

Supervises: All Employees Assigned to the Departmental

Class Characteristics: Under the general direction of the Parks and Recreation Commission and the executive authority of the city, plans, organizes, directs, coordinates and evaluates the activities of the Parks and Recreation Department; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Plans, organizes directs, coordinates and evaluates all activities of the department.
2. Directs the planning, design, construction, scheduling of usage, and maintenance of all recreation and cultural facilities, parks, and grounds, including short- and long-term improvement programs.
3. Directs the planning, organizing and scheduling of sports, physical recreation, instructional, special event, cultural and general recreational and leisure time activity programs for all age and interest groups.
4. Participates in and/or supervises the recruitment, training, and evaluating the work of a large group of recreation supervisors, leaders, specialists, instructors and other full-time, part-time, and volunteer personnel conducting assigned duties; insures that time cards are completed accurately.
5. Works with staff to determine facility and program goals, evaluate facility needs and program adequacy, and establish appropriate levels of maintenance.
6. Coordinates park and facility construction, maintenance and cleanliness with other departments.
7. Maintains contact with civic associations, groups and individuals.
8. Prepares and administers departmental budget.
9. Prepares applications for funding from external sources; administers funded projects.
10. Responsible for purchases for department.
11. Prepares special and regular reports; maintains accurate records of departmental activities.
12. Attends all Parks and Recreation Commission and Council meetings; reports on departmental activities as requested.

Non-essential: None.

## DESIRABLE QUALIFICATIONS

Training and Experience: Bachelor's degree in Recreation or Park Administration or related field preferred, but not required; [supplemented by] three years related work experience preferred, but not required. [Additional directly related work experience may be substituted for education requirement on a year for year basis up to a maximum of four years.]

### Special Knowledge, Skills and Abilities:

#### Knowledge:

1. Thorough knowledge of the philosophy, principles, objectives and practices of a widely diversified municipal parks and recreational program appealing to all age and groups.
2. Thorough knowledge of methods, techniques, materials, equipment and safety precautions used in planning, promoting, executing and maintaining parks and recreation facilities, equipment and programs.
3. Thorough knowledge of civic resources within the City.
4. Thorough knowledge of fiscal requirements in public organizations.
5. Thorough knowledge of external funding sources.

#### Abilities:

1. Ability to prepare grant applications and administer funded programs.
2. Ability to plan, organize and direct a large number of personnel engaged in a wide variety of recreational activities.
3. Ability to analyze, implement and maintain a diversified program meeting the leisure time needs of the community.
4. Ability to administer departmental budget.
5. Ability to prepare and maintain accurate reports.
6. Ability to establish and maintain effective working relationship with City officers and employees, groups and individuals interested in recreational and cultural affairs, and the general public.

## ADDITIONAL INFORMATION

Instructions: Very general; must use own judgment most of the time.

Processes: Must frequently refine existing work methods and develop new techniques, concepts or programs within established limits or policies.

Review of Work: Work is generally reviewed through reports.

Analytical Requirements: Assignments frequently involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts are required.

Tools, Equipment and Vehicles Used: Automobile; tools related to parks maintenance and recreation; small hand tools; normal office equipment.

Physical Requirements of the Job: Work is performed both indoors and outdoors; however, most work is completed indoors. Must lift light objects (up to 25 pounds); must operate vehicle; exposed to machinery and its moving parts; exposed to high places; must use ladders and stairs; exposed to fumes, chemicals and toxic substances.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Limited use of confidential information.

Mental Effort: Heavy.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain valid Commercial Drivers License issued by the Commonwealth of Kentucky, ~~[or must obtain CDL during the first six months of employment in the class as a condition of continued employment.]~~ CDL preferred, but not required.

Availability: Must be able to attend meetings and departmental activities in evening hours and on weekends. Employees in this class may have take-home vehicle privileges and are required to pay federal taxes on the value of the benefit.

Certification Requirements: Must obtain membership in and pass certification test by Kentucky Recreation and Parks Society during first six months of employment.

Additional Requirements: Must participate in the city's drug and alcohol program as a condition of employment.

Overtime Provision: Exempt.