



Park Attendant – PG 15

STATE PARK ATTENDANT

DEFINITION

Represents Vermont State Parks professionally and courteously while performing the general day-to-day maintenance and operation of assigned park. Position reports to the State Park Manager or Assistant Manager.

EXAMPLES OF WORK PERFORMED:

Routine grounds and facility care such as cleaning restrooms; raking and removing litter and rubbish from picnic areas and campsites, beaches, roadways and all public spaces; mowing lawns and trimming; tending to flower gardens, maintaining wood supply, and preparing and painting park structures. General park operations such as assisting visitors with reservations; processing payment for camping registrations and day-use visitor fees; providing excellent customer service both over the phone and in-person; boat rentals; concession sales; assisting with rule and regulation compliance; serving as member of park emergency management team; assisting with accident/incident investigations; assisting with completion of daily reports and cash-out procedures. Must work as a team player with all staff members while accomplishing all assigned duties. Completion of other tasks and duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Ability and willingness to work with other people as part of a team.
- Knowledge of Vermont State Parks policies and procedures as relative to position.
- Fundamental customer service skills.
- Ability to learn use and care of tools and equipment commonly used in buildings and grounds maintenance, including lawn tractors, string trimmers and other power equipment.
- Knowledge of appropriate money-handling procedures.
- Ability to understand and carry out complex oral and written instructions, and communicate those to other team members.
- Basic cash handling skills.
- Knowledge of basic building and grounds maintenance.

ENVIRONMENTAL CONDITIONS:

Work often occurs outdoors in all weather and temperature extremes of the May through October Vermont season. Regular use of hand and power tools and equipment such as hammers, hand saws, string trimmers and lawn mowers. Significant time may also be spent within the park office/contact station in a non-air conditioned environment. Duties require considerable interaction with the public. Position may require weekend and evening work.

MINIMUM ELIGIBILITY REQUIREMENTS

Education: None

Experience: None