



County of King William, Virginia
Est. 1702

NOTICE OF POSITION AVAILABILITY

RECREATION ASSISTANT

COUNTY OF KING WILLIAM, VIRGINIA

The County of King William, Virginia is currently accepting applications for the above position until filled. The anticipated starting date for this position is on or after July 5, 2017. The Position Description for this position follows.

The current salary range for this position (Grade N09) is \$24,717 - \$34,604. The starting salary range is \$24,717 - \$26,500, depending on qualifications, experience.

Completed King William County Applications for Employment with resumes and professional references will be accepted through the closing date above. Questions concerning this position should be directed to Allison Fox, Parks and Recreation Manager, at 804-769-4981.

The County of King William, Virginia is an Equal Opportunity Employer.



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POSITION DESCRIPTION

Recreation Assistant

Grade N09

Department: Parks & Recreation

Approved: June, 2017

General Description of Duties

The Recreation Assistant provides general grounds-keeping and occasional administrative support to the County Manager of Parks & Recreation with the day-to-day operations of the King William County Park, other recreational facilities and various departmental programs. The position is responsible for maintaining all aspects of the park facilities; prepares a schedule of all tasks throughout the year needed to properly maintain the park facilities, and serves as supervisor of the Department's after school care program on a weekly basis. This position undertakes all grounds related work as well as aids in the development of programs and activities in the Department. Performs other related duties as directed. Work is performed with a moderate degree of latitude for independent judgment and action. Periodic evening and weekend work is required. The position reports to and works under the direction of the Manager of Parks & Recreation.

Essential Functions

- Empty all trash receptacles at the Park facility and dispose of all bags and trash in the on sight waste bin.
- Cut the park grass and weed eat two (2) times a week during the spring and summer months.
- Spray herbicide seasonally as needed around Park facilities.
- Re-mulch all of the mulch beds two (2) times a year -early spring and early fall.
- Manage all supplies needed to perform routine tasks and report items needed to the Department Manager.
- Seed and fertilize the park grounds two (2) times a year -early spring and early fall.
- Clear all leaves and debris from walkways continuously throughout the year as needed.
- Perform any repair and maintenance on all facility structures as needed and report any supplies and materials needed to the Department Manager.
- Responsible for field preparation.

- Perform routine administrative tasks such as keeping track of all activities being held at the park and inspections needed and report all inspections needing to be scheduled to the Department Manager for scheduling.
- Serve in a supervisory role for the Departments after-school recreation program Monday- Friday during the school year, supervising no more than 3 part-time staff.
- Must maintain a current certification in CPR/ First Aid training as well as Medical Administration Training (MAT).
- Answers general questions from the public relating to the programs of the Department as well as park activities that are scheduled.

Secondary Functions

- Provide assistance with preparation of programs assigned by the Department Manager.
- Fill-in for staff at various programs as needed throughout the whole year.
- Assist with the development of new programs and activities to be provided by the Department.
- Performs related duties as directed by the Manager of Parks & Recreation.

Minimum Education, Training & Experience

- High School diploma or GED with a minimum of one (1) year experience in a similar position, with preference for experience in grounds maintenance and child care.
- Must have current certifications in CPR/First Aid training.

Preferred Training & Experience

- Experience working in recreation programs either private or public.
- Experience in grounds maintenance and repair of recreational facilities.
- Knowledge of various mowing equipment.
- Knowledge of routine grounds-keeping machinery repairs (i.e. changing oil in lawn mowers, changing air filters, keeping machinery cleaned.)
- Experience with various machinery and equipment (i.e. zero turn lawn mower, compact utility tractor and attachments.)

Other Position Requirements

- Must possess and maintain a valid Virginia Driver's License (occasional job related driving of personal; vehicle and/or County fleet vehicles is required).

Performance Aptitudes

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to work cooperatively with others and interact in a professional, pleasant and non-abrasive manner.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential and secondary functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

Functional Reasoning: Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

Physical Ability: Tasks involve the ability to exert moderate physical effort involving use of hand and power tools, some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight. Ability to take handwritten notes clearly, rapidly and accurately.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require advanced oral communications ability.

Environmental Factors: Tasks are regularly performed in an outdoor environment with the potential for moderate to significant exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

King William County, Virginia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, King William County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

NOTE TO POSITION APPLICANTS: This Position Description may be subject to further modification as current positions within King William County are assessed and in consideration of the experience and qualifications of the individual selected for the position.

This Position Description complies with Section 2-2 of the King William County Personnel Policies and Procedures Manual.