

Job description

JOB OVERVIEW	
JOB TITLE	Parks & Recreation Assistant
DEPARTMENT	Road & Bridge / Parks & Recreation
LOCATION	Road and Bridge Facility / County Parks
REPORTS TO	Road and Bridge Superintendent

GENERAL JOB DESCRIPTION	
<p>This position is responsible for assisting with the daily operation, maintenance, and scheduling of county parks, recreation facilities, and athletic fields, as well as performing related administrative and maintenance duties. In addition to assigned duties, this position will provide assistance to the Recreation Director as needed or as directed.</p>	
DUTIES & RESPONSIBILITIES	
<ul style="list-style-type: none">• Assist in the coordination, scheduling, and setup of recreational league activities, tournaments, and community events.• Maintain and clean recreation facilities, parks, fields, and related equipment.• Operate and maintain mowing, trimming, and light equipment such as tractors, SxS, or similar machinery.• Prepare and maintain athletic fields (baseball, softball, football, etc.) for practices, games, and tournaments.• Perform basic repairs and report maintenance needs to the superintendent.• Support administrative functions such as completing reports, tracking event participation, and preparing purchase lists.• Assist Road & Bridge personnel with maintenance, mowing, equipment operation, and other labor tasks when park-related duties are completed.• Participate in special projects and perform other duties as assigned.• Perform other related duties as assigned by the supervisor or Board of County Commissioners	
<p><i>The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties or requirements of this position.</i></p>	
REQUIRED EDUCATION & TRAINING/ LICENSE	
<ul style="list-style-type: none">• Must be 18 years of age or older.• Must pass background check, drug testing, and pre-employment physical.• Must possess and maintain a valid Florida Class E driver's license.	
SKILLS & ABILITIES	
<ul style="list-style-type: none">• Strong communication and customer service skills.• Ability to follow written and verbal directions accurately.• Ability to perform physical labor in varying weather conditions.• Sound judgment and decision-making within established policies and procedures.• Professional presentation, reliability, and attention to detail.• Basic recordkeeping and organizational skills.	

WORKING CONDITIONS	
WORK ENVIRONMENT	<ul style="list-style-type: none">• Required to see, talk, hear, stand, walk, sit, reach, stoop, kneel, and lift.• Must frequently lift and move items up to 75 lbs.• Must be able to operate mowers, tractors, and light- to medium-duty vehicles and equipment.

HOURS / SHIFTS	Full-time position, 40 hours per week. Schedule may vary seasonally based on events and weather conditions.
BENEFITS	A comprehensive benefits package is provided in accordance with county policy.
EMPLOYEE SIGNATURE	

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.