

MAUPIN CITY PARK RELIEF PERSON

GENERAL INFORMATION

EMPLOYMENT: Employed by the City of Maupin on a temporary, part-time basis.

BONDING: Shall be bonded as required by city.

**RESPONSIBILITIES
AND DUTIES:** See Job Description.

**HOURS AND DAYS
OF WORK:** To be set by Park Manager.

Will include 2 days per week, week-ends and holidays as needed during the busy season.

WAGES: Rate of pay is \$10.50 per hour. Overtime for this public position will be calculated for any time worked over 40 hours per week. The City work week is Monday thru Sunday.

Payday is the 5th of the month.

CITY OF MAUPIN

JOB DESCRIPTION

JOB TITLE: Temporary, Part-time Park Relief Person

QUALIFICATIONS: Interest and ability to work well with people.
Must be eligible for employment within the State of Oregon.
Ability to be bonded as required by City.

RESPONSIBLE TO: Maupin City Park Managers, Public Works Foreman & City Recorder

PERFORMANCE RESPONSIBILITIES:

Clerical, Records Management: Greet the public courteously and maintain good public relations.

Collect, receipt and record daily all user fees as established by Council.

Deposit daily collections at City Hall on daily basis.

Answer telephone.

Take reservations and log into computer system and other records provided by Park Manager.

Maintenance & Upkeep: Maintain grounds and facilities in a clean, safe, and attractive manner, free of debris and rubbish. Mow, weed, trim and irrigate lawn and flowers.

Maintain park buildings and all equipment in a clean and orderly manner.

General: Maintain park in an orderly manner.

Make frequent rounds of park facilities for security checks and smooth operation.

Follow park rules and regulations.

Other: Performs other duties which Park Managers and/or Public Works Foreman & City Recorder may deem necessary for the proper operation of the park.

** Facilities include campsites, footbridge, picnicking, parking, and water craft landing and removal areas, City Recycle area, Mountain Fir Community and Skate Park, and City Hall lawns.

** Park buildings include residence, office, community building, restrooms, shower facility, storage buildings, Mountain Fir Community Park restrooms and Kaiser Park restrooms.