



CITY OF BROOKSVILLE

JOB DESCRIPTION

POSITION TITLE: Recreation Attendant
DEPARTMENT: Parks and Recreation
DIVISION:
SUPERVISED BY: Recreation & Comm. Programs Manager

JOB SUMMARY/OVERVIEW OF THE POSITION: This position is responsible for assisting in the maintenance and/or repair of City parks and other facilities utilizing manual and semi-skilled tasks and/or various types of specialized equipment. This position involves providing administrative support and delivering quality customer service to the residents of Brooksville. Work is reviewed through personal inspection and observation of compliance with established work guidelines and schedules by the Supervisor. May be scheduled nights, weekends and Holidays, and subject to call out. This position is designated as essential personnel and will be required to work during emergency operations, including severe weather events and natural disasters. Employees must participate in emergency preparedness and response activities, and complete required NIMS (National Incident Management System) training as directed.

ESSENTIAL JOB FUNCTIONS:

- Assist with the maintenance of the burial grounds and performs general grounds keeping.
- Conduct park patrols and general inspections to ensure the public's safety.
- Prepares park facilities for programs and events; ensures that facilities are set up properly and there are enough supplies;
- Assists with volunteer staff and parks staff as needed;
- Assist people with rental contracts and room set-ups.
- Performs opening and closing procedures at various park and facility locations;
- Collects and disposes of trash and debris on City Park property;
- Assists with athletic field preparation and maintenance;
- Assist with community-based organizations when using city parks and facilities.
- Cleans restrooms and replenishes supplies;
- Moves and arranges furniture and equipment as required;
- Reports any repairs required for safety or security reasons; Acts as a liaison for ongoing activities;
- Assist basic maintenance repairs on the building;
- Plan, market, supervise, conduct recreation programs and events;
- May be heavily involved in configuring, entering and leading recreation rentals, programs and events.
- Keep the walking track/courts/fields/playgrounds/facilities/ gyms clean, including trash pickup, sweeping/mopping areas if needed;
- Assists people in the park with questions and concerns; Communicates park and facility rules and regulations.
- Must communicate and work with all patrons (players, coaches, parents/guardians, co-workers and administration);
- Financial Responsibilities: Accountable for inventory/property management; and make recommendations that impact the budget.
- Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Equipment: Small Tools (i.e., wrenches, screwdrivers, pitchfork, shovel, etc.), Carpentry Tools (i.e., screwdrivers, skill saw, etc.), vehicle, tractors, runabouts, pesticide/herbicide spray equipment, push mowers, gas trimmers, and gas blowers.

Skills & Expertise:

- Ability to follow directions, perform assigned duties timely and effectively
- while working carefully and complying with safety rules. Knowledge of operational
- characteristics of assigned equipment and of safe handling techniques and related occupational
- hazards. Skill in the operation of assigned equipment.
- Ability to work under extreme adverse weather conditions.
- Ability to physically lift and load 45 lbs. into assigned garbage and trash collection equipment.
- Ability to project and maintain a good public image, provide excellent customer service to the
- public, ability to deal courteously and efficiently and interact effectively with public, coworkers and supervisor.
- Willingness and ability to exercise sound judgment and perform at an acceptable level of
- efficiency and productivity.
- Actively support the Departments and the City's goals, programs, and objectives.
- Ability to work independently and confidentially without close supervision.
- Ability to read, comprehend, implement, and complete written and/or oral directions in
- English.
- Ability to maintain an acceptable attendance record.
- Willingness and ability to comply with the City's regulations and procedures.
- Must maintain an acceptable driving record and be insurable by the City's insurance carrier.

PHYSICAL SKILLS: Use of both arms, legs, and hands with majority of fingers, good vision (with corrective device), good hearing (with corrective device), ability to lift and load 45lbs, walking, standing, crawling, squatting, kneeling, bending, pushing, balancing, climbing, and stooping.

EDUCATION, TRAINING AND EXPERIENCE:

- High school diploma or GED required.
- One (1) year of customer service experience required.
- One (1) year of park maintenance experience, preferred.
- Experience using a computerized work order or park management system preferred.
- Training in safe use of cleaning chemicals and equipment (OSHA or equivalent) desirable.

LICENSES, CERTIFICATIONS OR REGISTRATIONS: Valid Florida Driver's License – Class E.

ADA STATEMENT: *A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.*

DRUG-FREE WORKPLACE: *City of Brooksville is a drug-free workplace in accordance with Federal and Florida law.*

VETERANS' PREFERENCE: *Under Section 295.07, F.S., Chapter SSA-7, City of Brooksville provides to Veterans, that preference in appointment will be given to preference-eligible applicants.*

HR INFORMATION

REVISION DATE: 10/2025

FLSA STATUS: Non-Exempt

PAY GRADE: See current pay scale