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VILLAGE OF RYE BROOK

MAYOR
Paul S. Rosenberg

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www.ryebrook.org

ADMINISTRATOR
Christopher J. Bradbury

TRUSTEES
Susan R. Epstein
David M. Heiser
Jason A. Klein
Jeffrey B. Rednick

POSITION OPENING:

PARKS ATTENDANT

2013-14 STARTING SALARY: \$49,415

GENERAL STATEMENT OF DUTIES: Maintains watch over public property in parks, comfort stations, centers or facilities; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision, an incumbent in this class is responsible for the maintenance of public property at a park/recreation facility and for the maintenance of order. Supervision is not a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Prevents damage to public property; Enforces public compliance with rules and regulations regarding the use of the park/facility; Oversees the use of various facilities and/or comfort stations; Maintains order and cleanliness; Investigates unusual conditions or disturbances; Prevents admission of unauthorized persons on premises; Assists the public; Administers first aid when necessary; Performs minor maintenance and manual labor associated with the ongoing maintenance of park/recreation facilities (i.e. tennis courts, baseball diamonds, etc.). Performs routine cleaning and labor tasks; Checks and maintains sports equipment, games and other property; Makes change, as required; Assists higher level parks/recreation staff in setting up fields, games, events, cutting grass, etc.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the duties and responsibilities of a watchman; good knowledge of cleaning methods; familiarity with recreational facilities; ability to size up a situation and take an effective course of action; ability to be courteous and yet firm with the public; ability to follow oral and/or written directions; integrity; reliability; alertness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: None.

Interested Candidates should submit a letter of interest and application or resume to Robert Bertolacci, Superintendent of Parks and Recreation, 938 King Street, Rye Brook, NY 10573 or email rbertolacci@ryebrook.org by Friday, September 6, 2013.

08/21/2013