

**COUNTY OF ORANGE  
MUNICIPAL/SCHOOL  
JOB CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** PARK ATTENDANT

**TITLE #:** 1453

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves assisting in various activities relating to the day-to-day operation and maintenance of a golf course or other park facilities. This position involves responsibility for the orderly conduct of participants, prevention of violations and safety conditions. Work is performed according to established policies and procedures, under direct supervision. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Patrols park facilities, such as picnic areas, ball fields, and golf course, to maintain safety and order, and to prevent violation of established rules and regulations;

Attends to golfing services including reservations, playing starts, care of tee-off area, and assigning and caring of golf carts;

Observes and reports any unsafe conditions;

Answers questions from the public;

Assists in performing routine maintenance work and cleaning duties both inside and outside the various park facilities;

Performs various unskilled tasks in connection with maintaining grounds, ball fields, buildings and facilities, including manual operations or use of certain equipment such as mowers, leaf blowers, or other power tools;

Operates a cash register or collects fees and prepares statistical reports of the day's revenue and attendance.

May act as a starter or cashier during golf, baseball, softball, tennis, camping or boating seasons;

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Ability to make simple arithmetical computations; ability to give simple instructions; ability to perform light manual labor; ability to read and write and follow instructions; ability to get along with others; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** None

**NOTE:** Candidates must demonstrate an ability to perform simple arithmetic computations to the satisfaction of the Golf Course Manager or his/her designated representative.

**JURISDICTIONAL CLASSIFICATION:** Non-Competitive when assigned to Towns & Villages