

Park Attendant (Beach/Trail Maintenance)

\$12.76 / hour; part-time temporary position available (up to 28 hours / week)

James City County's nationally accredited and gold medal award winning Parks & Recreation Department seeks an individual to perform routine maintenance on parks and trails and on the beachfront at Jamestown Beach Event Park. Position schedule requires some weekend, early morning, late evening, and holiday hours.

Responsibilities:

- Assist visitors and monitor activities; enforce park rules and regulations.
- Open parks and trails.
- Clear debris and litter from trails, groom beachfront; empty waste containers; maintain cleanliness of restrooms, park grills, and picnic shelters.
- Inspect and perform minor repairs to trail surfaces and bridge structures; install and repair park grills, signage, and fences.
- Miscellaneous duties may include but not be limited to painting, staining, pressure washing, graffiti removal, minor landscape maintenance, etc.

Requirements:

- Must be 18 years of age or older.
- Must possess, or be able to obtain within 30 days of hire, a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria.
- Must possess, or be able to obtain within 60 days of hire, certification from the American Red Cross in First Aid and Cardio Pulmonary Resuscitation (CPR) for Professional Rescuers (Infant, Adults, and Child).
- Knowledge of principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction; automated and manual record keeping.
- Ability to communicate with the public and coworkers in an effective, professional, and courteous manner; explain and enforce all policies and rules in an effective manner; operate cash register, general office equipment, word processing equipment, and microcomputers as required to accomplish the work assigned; handle money and maintain related fiscal records; maintain moderately complex records; independently apply and carry out policies and procedures within assigned area of responsibility; make mathematical computations with accuracy; follow verbal and written instructions.

Accepting applications until position is filled. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>