

SEASONAL TOLL BOOTH ATTENDANT

Genesee County Parks and Recreation Commission

GENERAL STATEMENT OF DUTIES:

Responsible for the daily operations of boat launch facility; Performs basic work in collection of fees and issuing permits; provides security; disseminates park information, works under supervision, and performs related duties as required.

STATEMENT OF TASKS:

- Issue permits; collects fees; prepares and maintains bookkeeping records such as sales, inventory, and registration reports, and bank deposits.
- Ensure park visitors comply with all applicable park rules and regulations.
- Responsible for a cash drawer.
- Maintains good public relations with park visitors and disseminates information on camping facilities, park activities, and related park programs.
- Keeps boat ramp clean and in orderly fashion.
- Works with maintenance to ensure cleanliness of facilities.

The tasks specified above are intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Good knowledge of business mathematics.
- Ability to prepare necessary reports and records
- Ability to understand and carry out oral and written directions.
- Ability to maintain good interpersonal relationships and communicate effectively with the general public, as well as Park staff.
- Ability to assess and respond to emergency situations.
- Thorough knowledge of park rules, policies, and procedures.

MINIMUM QUALIFICATIONS:

- Ability to read and write and being physically able to perform the work.
- Possession of a valid driver's license.

SPECIAL REQUIREMENTS:

- Must be willing to work weekends, holidays, and irregular hours.
- Will be required to wear a prescribed work uniform.
- Certification in first aid and CPR.
- Must be courteous in dealing with the general public, concessionaires, and fellow staff members.
- Two(2) uniform shirts will be provided, additional shirts may be purchased.