

**JOB DESCRIPTION**

**JOB TITLE:** Washington Park Seasonal  
**DEPARTMENT:** Parks and Recreation  
**REPORTS TO:** Washington Park Manager  
**FLSA CLASSIFICATION:** Non-Exempt

**WORK SCHEDULE:** Must be able to work varied shifts including weekdays, weekends, and holidays. Several positions are available, with various beginning and end dates.

**PRINCIPAL PURPOSE OF JOB:** Assists in the management of Washington Park as per the Washington Park management plan. Performs and assists in the maintenance of all Washington Park facilities, including but not limited to the playground, picnic areas, beaches, boat launch, campground, restrooms, Loop Road and trails.

**LEVEL OF AUTHORITY:** Performs duties lined out by Washington Park Manager, working independently with minimal supervision, using some independent judgment within the guidelines of the Washington Park Management Plan.

**WORK ENVIRONMENT:** Most of the work is performed alone outdoors in all kinds of weather conditions in the 220 acres of Washington Park, which includes a playground, picnic and other day use areas, beaches, boat launch, campground, restrooms, Loop Road and trails. When performing litter pickup and cleaning restrooms, may be exposed to potentially hazardous materials and items. Work performed in this job may place the employee at risk of occupational exposure to blood borne pathogens. Hepatitis B vaccinations will be offered.

**ESSENTIAL JOB FUNCTIONS:**

1. Perform and assist in all activities necessary to the maintenance of the Washington Park facilities as indicated above.
2. Assist in managing Washington Park to ensure proper use and to preserve and protect the facilities, lands and associated plant and animal communities from damage.
3. Support the activities of volunteers and interested citizens in education, recreation, maintenance, and conservation programs.
4. Work courteously and conscientiously with the public, as Washington Park is one of the most popular in the region.
5. Manage the campground and other day use facilities with the full knowledge of the Washington Park Management Plan, so that enjoyment of the park is possible for all visitors.
6. Must follow departmental policies, rules, and regulations including safety procedures.
7. Perform all work in accordance with sound safety practices and procedures.
8. Make yourself available to assist park visitors and answer questions at all times during your shift.

**QUALIFICATIONS:**

1. Must have work experience demonstrating ability to deal with a variety of people in many situations preferably in some enforcement capacity. Must be able to communicate with staff and the public in a professional and courteous manner.
2. Must possess a valid Washington State driver's license and driving record acceptable to the City's insurance carrier.
3. Must be at least 18 years old or older with a minimum of one year driving experience.
4. Must be able to obtain a first-aid/CPR and Blood Borne Pathogen Card.
5. Must have a high school diploma, G.E.D. or be working toward an equivalent as evidence of a general education and basic skills. A degree in recreation, or work experience in like field is desirable.
6. Must acquire a thorough understanding of the Washington Park Management Plan to interpret and apply the guidelines in maintenance and enforcement activities.
7. Must have, or quickly acquire, a comprehensive knowledge of Washington Park, including trails, boundaries, and party spots.

**PHYSICAL:**

1. Physical strength sufficient, for example, to lift up to 50 pounds and to push a wheelbarrow containing up to 50 pounds over uneven terrain.
2. Physical stamina to sustain heavy physical labor for the entire shift on a regular basis.
3. Agility and balance as necessary to maneuver around narrow trails.
4. Ability to use all senses to as high a degree as necessary to assess a situation for significant elements or potential dangers, for example, to communicate by radio or cellular phone, to detect fire, or to detect misuse of the park.

**Other Capabilities**

1. Ability to perform enforcement duties firmly, courteously, tactfully, and with respect for all the rights of citizens.
2. Self-starter, able to work alone and independently, and stay focused on accomplishment of necessary tasks to achieve lands management objectives.

**OTHER:**

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility; but should not be considered an all-inclusive listing of work requirements. Individual may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or is a logical assignment to the position. Individuals may perform other duties as assigned.

1. As an absolute condition of employment, employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products in any form while on the job.
2. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.
3. Following an offer of employment, and prior to starting work, individuals may be required to have a pre-employment physical examination by a physician designated by the City of Anacortes. The City will pay for the examination. Satisfactory clearance to perform essential job functions will be required for employment.

Are you able to perform the essential functions of this job, including attendance, with or with accommodation?

Yes\_\_\_\_\_

No\_\_\_\_\_

If testing is required, will accommodation be necessary?

Yes\_\_\_\_\_

No\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature

Date