Job Announcement

The Greater Vallejo Recreation District invites applications

Position: Visitor Services Monitor
Department: Maintenance

Job Opening Date: June 28, 2019
Location: Parks

Deadline for applying: Open until filled
Position Type: PT

Salary Range: $15.00

The Greater Vallejo Recreation District is a Special Service District that has been serving area residents for over sixty years. As a Special Service District, GVRD operates as a separate government agency from the City of Vallejo. GVRD manages 407 acres of public park space including 20 neighborhood parks, 10 community parks, 6 special purpose parks, and Olympic-size swimming pool and 4 community centers. GVRD maintains over 1,000 acres of public land.

GVRD is governed by a five-member Board of Directors. With 30 plus full time and approximately 155 part-time and seasonal employees, GVRD operates on a 2018-2019 fiscal year budget of $7.9 million for general fund operations and Measure K funding amounting to $2.2 million. The Measure K funding is being utilized to purchase necessary equipment, improve parks, facilities.

Job Description:

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To monitor scheduled activities in assigned District park; to ensure compliance with District regulations governing use of parks and facilities; to provide information to the general public; and to perform a variety to technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED EXERCISED

Received general direction from the Visitor Services Coordinator.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS - Essential and other important responsibilities and duties may include, but are not limited to, the following:
**Essential Functions:**

1. Open and clean public park restrooms as well as prep parks for visitors.
2. Work weekends & holidays from April through mid-October 12 hour shifts.
3. Monitor activities during schedules events and ensure compliance with district regulations; enforce regulations as necessary; assist user groups; provide emergency assistance as needed.
4. As Kiosk Operator, maintain and operate Kiosk; greet and direct park visitors; provide information as necessary; accept parking fees and issue receipts.
5. Balance parking fees collected; transfer cash to Visitors Services Coordinator using established audit control procedures.
6. Respond to difficult and sensitive situations; notify emergency vehicle or police department when necessary.
7. Close and secure park.

**Marginal Functions:**

1. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

District rules and regulations as they apply to park use.  
District lands and boundaries.

**Ability to:**

Enforce District rules and regulations applicable to park rental and use.  
Interact effectively with the general public and handle sensitive situations;  
Direct others in emergency situations.  
Operate a vehicle.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain way to obtain the knowledge and abilities would be:*
**Experience:**

Two years’ experience in the protection, operation, and maintenance of a park, forest or public recreation area desirable.

**Education:**

Equivalent to the completion of the twelfth grade

**License or Certificate**

Possession of, or ability to obtain, an appropriate, valid driver's license

**WORKING CONDITIONS**

**Environmental Conditions:**

Field environment, travel from site to site; exposure to potentially hostile environments; exposure to inclement weather conditions within park lands; work on uneven surfaces in monitoring duties.

**Physical Conditions:**

Essential functions may require maintaining physical condition necessary for walking or standing for prolonged periods of time; operating motorized vehicle.

**FLSA:**  Non-exempt

**Application Process**

To be considered for this career opportunity, please submit a GVRD employment application to the main office, Greater Vallejo Recreation District, 395 Amador Street, Vallejo, CA. Please visit [http://www.gvrd.org/](http://www.gvrd.org/) click: About Us/Human Resources/Human Resources for full job description and employment application or employment applications are available at the main office. Office hours are 8:00 a.m. to 5:00 p.m.

**Pool of Candidates:**

GVRD reserves the right to limit the number of candidates to those determined to be best qualified based upon all requested application materials, including training and experience, cover letter, current resume, and responses to supplemental questions.

**Supplemental Information**
Pre-Screening
GVRD will consider applicants who meet the minimum qualifications for the position and who have provided all requested application materials will be considered for an interview.

Pre-employment
Selected candidate will be required to successfully complete pre-employment background check including fingerprint check and reference check.

Other requirements:
- Proof of legal right to work in the U.S.

Physical Conditions

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with Americans with Disabilities Act (ADA) requirements.

- On a case by case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential and marginal functions may require maintaining physical condition necessary for heavy lifting, bending, stooping, kneeling and crawling; working at heights; standing for prolonged periods of time; operating motorized vehicles and equipment.

- Required to wear personal protective equipment (PPE) appropriate for job assignments; must comply with respiratory program and Cal OSHA standards.

Equal Opportunity Employer (EOE)
GVRD is an Equal Opportunity Employer and does not unlawful discriminate on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age or sexual orientation or military status of such person