

WILDWOOD PARK DISTRICT JOB DESCRIPTION

POSITION TITLE: BOAT RAMP MONITOR
REPORTS TO: PARK SECURITY COORDINATOR
FLSA STATUS: NON-EXEMPT
CLASSIFICATION: PART-TIME

Position Summary:

The Boat Ramp Monitor is responsible for overseeing the boat ramps and adjacent parks of the Wildwood Park District including monitoring usage, enforcement of Park District rules and ordinances and documentation of activities during shift.

Qualifications Required:

- Ability to communicate with the public
- Must be 17 years old

Hours:

- Part-time 10-13 hours per week on Saturdays and Sundays. Other times and dates may be needed.

Essential Job Functions:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Enforce Park District ordinances and rules.
- Preserve the peace, order and safety of the Park District. Promote and maintain effective community relations.
- Monitor boat ramp usage and verify residency. Cross check resident boat keys and decals to database.
- Monitor and verify vehicles with missing stickers and report to Park Security and give warning flyer(s).
- Update shared list of vehicles missing stickers.
- Fill out daily reports and submit.
- Inform park users of rules and regulations of the Park District.
- Carry out all job functions according to all safety guidelines and procedures.
- Report any work-related or patron injuries to supervisor promptly.
- Correct unsafe conditions and/or report them to supervisor.
- Comply with all Park District policies, protocols and procedures.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Attendance/Punctuality - Demonstrate consistent attendance and on-time arrival. Ability to work days and evenings.
- Dependability - Follow instructions and respond to management direction; take responsibility for own actions; keep commitments; and complete tasks on time or notify appropriate person.
- Judgment - Exhibit sound and appropriate judgment; support and explain reasoning for decisions; include appropriate people in decision-making process; and make timely decisions.

- Professionalism - Approach others in a tactful manner; react well under pressure; treat others with respect and consideration; accept responsibility for own actions; and follow through on commitments. Must be open minded to all members of the community.
- Problem Solving - Identify and resolve problems in a timely manner; gather and analyze information skillfully; develop alternative solutions; work well in group problem-solving situations; and use reason even when dealing with emotional topics.
- Customer Service – Manage difficult or emotional customer situations; respond promptly to customer needs; solicit customer feedback to improve service; respond to requests for service and assistance; and meet commitments.
- Interpersonal Skills – Focus on solving conflict, not blaming; listen to others without interrupting; keep emotions under control; and remain open to others' ideas and try new things. Must be able to deal with people and patrons under stressful situations.
- Oral Communication – Listen and get clarification; and respond well to questions.
- Organizational Support - Follow policies and procedures.
- Language Skills – Ability to read, analyze and interpret information. Ability to communicate effectively with supervisor, coworkers and public.

Physical Demands

- Requires frequent standing.
- Must be able to walk parks.
- Requires occasional lifting (20-35 lbs.).
- Employee is regularly required to talk and hear.
- Vision abilities required include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

Work Environment

- Employee work area is outdoors, in a smoke free environment.

The Wildwood Park District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Board will provide reasonable accommodation to qualified individuals with disabilities.