



Grand County

Job Description

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| Title: | Recreation Technician/III | Job Code: | 2515 |
| Division: | Operations | Effective Date: | 09/2017 |
| Department: | Sand Flats Recreation Area | Last Revised: | |

GENERAL PURPOSE

Performs a variety of **full performance skilled duties** related to facility maintenance, resource protection, visitor orientation and safety. Performs duties designed to protect and maintain the visitor facilities and natural resources of the Sand Flats Recreation Area and to promote positive user recreational experiences.

SUPERVISION RECEIVED

Works under the close to general supervision of the Sand Flats Director and Assistant Directors.

SUPERVISION EXERCISED

May provide immediate to general supervision to Recreation Technician(s) I and II, Sand Flats' Intern and Apprentice seasonals while in training or on a project by project basis. May provide immediate supervision to adult and/or youth volunteers.

ESSENTIAL FUNCTIONS

Operations & Maintenance: Performs day-to-day maintenance and upkeep of visitor facilities such as campground sites and associated facilities, trailheads and trails, visitor information kiosks, signs and fencing.

Performs installation and maintenance of visitor facilities such as campsites, toilets, information kiosks, signs, fences and trails.

Performs maintenance projects and general construction.

Cleans and maintains all trailhead facilities.

Cleans and maintains all campsite facilities.

Performs land management projects such as vegetative restoration, transplanting and long term monitoring.

Visitor Services: Informs and educates a variety of user groups including bicyclists, motorcyclists, hikers, four-wheel drive and all-terrain vehicle users and campers about appropriate recreational use of the Sand Flats Recreation Area.

Operates fee collection booth, collects fees, and performs remits and bank deposits.

Performs campground compliance patrols and field fee collection.

Performs backcountry compliance patrols of all routes and trails on foot, in vehicles or on bicycles.

Provides or presents accurate information about Sand Flats Recreation Area including orientation, natural history, public lands management and regulations.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with a bachelor's degree in recreation management, natural resource management or related field;

AND

B. One (1) year of experience performing above or related duties;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of working in a Recreation Area setting; construction and building trades; basic workplace safety practices and the safe use of basic tools and protective equipment; safe driving practices; use of computers and software applications that include Microsoft Excel, Word and Outlook; basic interpersonal communication practices and public relations; general facilities security methods, processes and procedures.

Skill in interpersonal communications and conflict resolution; working as part of a team; leadership; basic construction; building maintenance and fence building; outdoor safety; basic mechanical knowledge of vehicles; customer service; basic math and money handling; use of office equipment including phone systems and two-way radio equipment; use of computers, programs and planning tools; multi-tasking.

Ability to perform and occasionally direct general maintenance helping to keep the area clean and safe; properly use and maintain basic tools and equipment; use power tools, chainsaws, rock hammer/ drill; plan and carry out construction projects; lead volunteer work crews; direct high school youth; work in a fee booth alone or with others under sometimes stressful conditions; provide excellent customer service while accurately handling money; communicate effectively with the public; perform campground patrols checking for compliance and working with law enforcement as needed; perform backcountry patrols in a safe and efficient manner; operate off highway vehicles in backcountry setting; use 2 way radio, computers and phone systems; balance team and individual responsibilities; give and welcome feedback; contribute to building a positive team spirit; be self-motivated and work independently; follow established Sand Flats Recreation Area and County Policies and Procedures; undertake and train employees in the use of hand and power tools as used in small scale construction projects, patrol procedures, safety and emergency procedures and visitor services; establish effective working relationships with co-workers, supervisors, public safety personnel and the general public.

3. Special Qualifications:

Must be at least 21 years of age.

Must have Basic First Aid and CPR certification or ability to obtain within one month of hire.

Must possess a valid Utah Driver's license.

Must complete a twelve (12) month introductory/orientation period as a prerequisite to this position.

Must successfully pass and maintain all requirements of criminal history background checks.

Must successfully complete pre-employment drug screening.

4. Work Environment:

Performs manual work. Work with medium to heavy weights with frequent pushing, pulling, lifting and/ or carrying that may be in difficult positions. Must be able to bend, reach, push, pull, squat climb grasp and lift 50 pounds to waist level. Work is performed outside primarily and conditions may include continuous exposure to dust, fumes, dampness, cold, heat, pollens and organic materials, insects, vibration shaking, bouncing and all types of weather conditions; potential exposure to biohazards- biological waste and garbage in toilet areas, fire rings and campgrounds; works a varied work schedule including holidays, weekends, split shifts and evenings. May be stressful, busy and fast paced, with extensive public contact.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date _____

(Employee)