



# ISABELLA COUNTY, MICHIGAN

<b>Position</b>	Gate Attendant	<b>FLSA Status</b>	Non-Exempt
<b>Department</b>	Parks & Recreation Commission	<b>Pay Rate</b>	\$13.75-\$14.00

## GENERAL SUMMARY

Performs routine business tasks at a park gatehouse. Assists with light maintenance duties. This position works under the direct supervision of the Park Manager or other Park Supervisory Staff.

## ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Greets and assists visitors and park staff. Informs visitors of park rules.
- Registers campers, takes reservations and collects camping fees.
- Issues daily or annual park permits to campers and daily visitors and collects entry fees.
- Performs janitorial and basic maintenance duties of the gatehouse.
- Updates standard operating procedures as needed.
- Displays and presents park information and upcoming events.
- Provides basic training to less qualified gate attendants.
- Performs other duties as assigned.

## MINIMUM ENTRANCE QUALIFICATIONS

### Education and Experience

- High school diploma or equivalent.
- No experience required.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities.

### Licenses or Certifications

- None.

## OTHER JOB REQUIREMENTS

- None.

**PREFERRED QUALIFICATIONS**

- None.

**COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES**

**Knowledge of:**

- Basic arithmetic.
- Basic accounting.
- Modern office equipment, procedures and applicable software packages.
- Departmental policies and procedures.
- Safety precautions associated with the job.
- Computer based reservation system.

**Skill in:**

- Interpreting and carrying out instructions furnished in written, oral, diagrammatic or schedule form.
- Establishing and maintaining effective working relationships.
- Written and verbal communication.
- Enforcing park rules in a respectful manner.
- Closing out and balancing shift receipts.
- Working independently and efficiently.

**WORK ENVIRONMENT/CONDITIONS**

*The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>Work Environment</b>	<b>Seldom or Never</b>	<b>Sometimes or Occasionally</b>	<b>Frequently or Often</b>
Office or similar indoor environment		X	
Outdoor environment			X
Street environment (near moving traffic)		X	
Construction site	X		
Clinical health care environment	X		
In the community (homes, businesses, etc.)	X		
Warehouse environment	X		
Shop environment		X	

Detention center or correctional facility	X		
<b>Exposures</b>	<b>Seldom or Never</b>	<b>Sometimes or Occasionally</b>	<b>Frequently or Often</b>
Individuals who are unpleasant or unhappy		X	
Individuals with known violent backgrounds	X		
Communicable diseases	X		
Bodily fluids (blood, urine, etc.)		X	
Infectious waste	X		
Extreme cold ( <i>below 32 degrees</i> )	X		
Extreme heat ( <i>above 100 degrees</i> )	X		
Moving mechanical parts	X		
Risk of electrical shock	X		
Vibration	X		
Fumes or airborne particles		X	
Toxic or caustic chemicals, substances waste	X		
Loud noises ( <i>85+ decibels</i> )	X		

**PHYSICAL DEMANDS**

*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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The position involves *light physical demands*, such as exerting up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects.

<b>Date created:</b>	12/02/2016
<b>Dates revised:</b>	2/8/2023