

**EXTRA PART TIME PARK GUARD  
RECREATION DEPARTMENT  
NB-06**

**GENERAL STATEMENT OF DUTIES:**

Performs a wide variety of tasks in policing and maintaining park areas and facilities; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:**

An employee in this class follows an established routine in safeguarding park equipment and facilities against possible loss or damage from theft or other causes. A Park Guard must also enforce Borough park rules and regulations, provide the public with a wide variety of information regarding park and recreation facilities, and solve day-to-day problems without immediate supervision. General supervision is received from the Recreation Superintendent who occasionally confers with the incumbent on unusual or particularly difficult situations.

**EXAMPLES OF WORK:** (Illustrative only)

- Advises the public concerning matters of park usage, information and directions;
- Patrols the park area for damage to park equipment and facilities;
- Enforces park rules and regulations;
- Guards property and persons against fire, theft, trespass and other hazards;
- Directs traffic and checks parking areas;
- Closes and opens buildings and locks;
- Checks reservation permits;
- Radios for police help in emergencies such as serious injuries, disorderly conduct, lost children, etc.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to readily acquire working knowledge of departmental regulations, Borough ordinances and State statutes pertaining to municipal parks; some working knowledge of modern park and building maintenance practices and procedures; ability to anticipate and solve problems on a daily basis; ability to establish and maintain good public relations; ability to understand and follow oral and written instructions; willingness and physical ability to walk extensively, and perform outdoor duties under varying work and climatic conditions; good physical condition. Must have current driver's license with a clean driving record prior to hire for no less than 3 years.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

Some public contact work and preferably completion of a standard high school course; or any equivalent combination of experience and training which provides the required knowledges, skills and abilities.

**NOTE:**

This description is the present overview of the job and is subject to change by the employer. It is to be used as a temporary management guide to performance.

\_\_\_\_\_  
Employee Name/Number

\_\_\_\_\_  
Date

**Approved April, 2011  
Steve Cook  
Personnel Management Consulting, P.C.**