

Village of Cuyahoga Heights
Position Description

Position Title:	Park Patrol	FLSA Classification:	Non-Exempt
Reports To:	Parks & Recreation Director	Department:	Parks & Recreation Department
Approved By:	Mayor Bacci	Final Approval/Update:	January 2025

POSITION SUMMARY

Under the general supervision of the Parks & Recreation Director the Park Patrol monitors and patrols the parks and trails.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is an outline of the basic duties and responsibilities of the above-titled position. It describes the duties and responsibilities in the broad scope, and is not intended to be all-inclusive, and does not constitute a contract of employment. Individual(s) in this position may from time-to-time be assigned other duties as appropriate.

- Once per shift do full lap of village for trash pick-up
- Check pond, pavilions, restrooms, all trails, and all surrounding areas for trash, debris, vandalism, dangerous or suspicious situations and respond appropriately.
- Clean all restrooms
- Refill all restroom products
- Wipe down all tables if needed
- Make sure all DogiPots are full of bags and empty large receptacle below
- Pick up trash on the roads and dispose in proper containers
- Returning home during your shift is **not** permitted
- Inform your direct supervisor if any supplies are running low (BEFORE YOU ARE COMPLETELY OUT)
- At the end of your shift please lock the restrooms and time clock room, the Police Department will lock the gate to the Park. If you are leaving after a game before 9pm the Police Department will lock the restrooms, but be sure to lock the time clock room!

QUALIFICATIONS (KNOWLEDGE, SKILLS AND ABILITIES)

- Ability to follow oral and written instructions, and communicate effectively with others.
- Ability to operate utility vehicles, portable radio and or other communication devices.
- Working knowledge of applicable laws and ordinances relating to operation of Village equipment.
- Ability to establish and maintain harmonious and effective working relationships with fellow employees, other agencies, and all segments of society.
- To know First Aid, CPR, and an Automated External Defibrillator.

Minimum

Must be 16 years of age and have or be able to obtain an Ohio Driver's License.

WORKING CONDITIONS (ENVIRONMENT/PHYSICAL DEMANDS)

Environmental

Work is performed outside in varying weather conditions.

Physical/Mental

This position requires the physical ability to perform general maintenance including possible heavy lifting.

Employee's Acknowledgement of Receipt and Understanding

I understand that this description outlines the basic duties and responsibilities of my job in the broad scope and is not intended to be all-inclusive and that I may be assigned other duties from time to time as appropriate. The duties, responsibilities, authority, relationships and accountabilities outlined above are directly related to my job and will be used when evaluating my job performance. I also understand that this position description does not constitute an employment contract between me and the Village of Cuyahoga Heights.

Employee Signature

Date