**JOB SUMMARY:**

This position is responsible for locking and unlocking the Pine Gully Park gates on an assigned schedule and for collecting park fees.

**ESSENTIAL FUNCTIONS:**

*The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.*

* Locks and unlocks the entrance to Pine Gully Park.
* Greets each vehicle entering the Park.
* Collects park fees or verifies Park passes.
* Informs Park visitors of Park closing times.
* Performs other related duties as assigned.
* Arrives at work on time, maintains a regular and reliable level of attendance
* Performs closing duties, including evacuating the park and closing the entrance gate at sundown each day
* Must be available weekends and holidays
* Reports directly to Parks Superintendent
* Performs other related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**

* Knowledge of department policies and procedures.
* Knowledge of Park opening and closing schedule.
* Skill in interacting with the general public.

**SUPERVISORY CONTROLS:**

The Parks Superintendent assigns work in terms of detailed and specific instructions. The supervisor spot-checks work in progress and upon completion for accuracy, adequacy, and adherence to instructions and established guidelines.

**GUIDELINES:**

Guidelines include department policies and procedures. These guidelines are generally clear and specific.

**COMPLEXITY:**

The work consists of directly-related gatekeeper activities. Inclement weather conditions contribute to the complexity of the work.

**SCOPE AND EFFECT:**

The purpose of this position is to lock and unlock park gates. Success in this position results in the proper locking and unlocking of park gates.

**PERSONAL CONTACTS:**

Contacts are typically with co-workers and members of the general public.

**PURPOSE OF CONTACTS:**

Contacts are typically to provide services.

**PHYSICAL DEMANDS:**

* Intermittently sitting, standing, stooping, walking (sometimes over uneven terrain), bending, crouching, reach with hands and arms, and taste or smell.
* Full range of mobility in upper and lower body. The employee could lift and/or move light objects up to 10 pounds, and heavy objects of 50 pounds or over.
* Vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision.
* Auditory abilities required by the job include the ability to hear and speak effectively and to function adequately to ensure the requirements of job are met.

**WORK ENVIRONMENT:**

The work is typically performed outdoors. The employee is exposed to noise, dust, fumes or airborne particles, dirt and occasional cold or inclement weather. The employee may be exposed to work in areas where potential traffic hazards may exist.

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

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**MINIMUM QUALIFICATIONS:**

* Ability to read, write and perform basic mathematical calculations.
* Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship / internship or having had a similar position for one to two years.
* Possession of or ability to readily obtain a valid driver's license issued by the State of Texas with a good driving record, preferred.

I have read this job description and fully understand the requirements and expectations set forth therein. I hereby accept the Job of **GATEKEEPER** and agree to perform the identified essential functions and expectations in a safe manner and in accordance with the City of Seabrook’s established Personnel Policies and Procedures.

**SIGNATURE / APPROVAL:**

|  |  |  |
| --- | --- | --- |
| ***Employee*** |  | ***Date*** |
| ***Supervisor*** |  | ***Date*** |
| ***Department Director / City Manager*** |  | ***Date*** |

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.*