

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 304**

**SAND AND SPURS ATTENDANT**

**GENERAL**

This is public information work that involves general maintenance of facilities and interpretation of rules and regulations and provides for professional, effective and efficient public service assistance to patrons at the Sand and Spurs facility.

Employees work without direct supervision and exercise independent judgment, discretion and initiative in a multitude of diverse and/or emergency situations. Work is reviewed by a supervisor through inspection of facilities, and oral and written reports.

**EXAMPLES OF ESSENTIAL DUTIES**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position)

- Assists general public in observing and enforces necessary rules and regulations to maintain safe atmosphere including, but not limited to, general safety regulations, traffic flow, trailer parking, paddock and ring usage, and permitted non-equestrian activities.
- Makes routine inspections at the facilities, performs general maintenance and minor repairs and clears away debris. Arranges with Streets and Grounds and Building Maintenance Divisions for major repairs and maintenance activities.
- Renders assistance in emergency situations involving injury, illness, fire, water or other causes by notifying proper authorities.
- Provides information to Sands and Spurs patrons and orients them to the facility amenities.
- Maintains records and prepares reports on incidents occurring at the facility, collects and maintains new and renewal rental applications for stables and collects rent.
- Conducts tree inventory at the facility and arranges with Streets and Grounds Division for planting of replacement trees.
- Performs related work as required.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of city ordinances and administrative regulations relating to the Sand and Spurs facilities. Ability to interpret facility rules and safety regulations in a professional and courteous manner. Ability to remain calm and determine effective emergency services needed for any situation. Ability to comprehend and follow oral and written instructions. Ability to compose and maintain clear and accurate records and prepare reports and logs. Ability to monitor and operate a two-way radio. Ability to operate a variety of vehicles, i.e. truck, mowers, light equipment Ability to provide accurate information about facilities and activities, and pertinent rules concerning usage. Ability to communicate effectively and courteously. Ability to work cooperatively with other city departments. Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.

## **MINIMUM QUALIFICATIONS**

Graduation from high school; two years experience in the field of general maintenance, public/customer service in local government and/or parks and recreation agencies; and some experience working with horses or any equivalent combination of training and experience.

A comparable amount of training and experience may be substituted for the minimum qualifications.

## **PHYSICAL REQUIREMENTS**

Ability to walk and/or stand for long periods. Ability to work outdoors under varying temperatures or inclement weather conditions. Ability to load, carry or otherwise move objects weighing up to 75 pounds. Ability to safely operate a motor vehicle at varying times of day.

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

## **SPECIAL REQUIREMENTS**

Ability to work with and around horses. May be required to obtain certification in first aid and CPR required by area of assignment. Possession of a valid, appropriate driver's license and an acceptable driving record.

## **GENERAL INFORMATION**

Bargaining Unit: General Employees

FLSA Status: Non-exempt

Work Locations: Public Works- Grounds Division

08/06 MWS