

STATE OF NEBRASKA CLASS SPECIFICATION
GAME AND PARKS TEMPORARY PARK WORKER III

EST: 03/82 – REV: 03/11
CLASS CODE: R43113

DESCRIPTION: Under general supervision, performs a variety of semi-skilled work and general service tasks at a State owned recreational park or related facility. Duties may include head cook, head wrangler, pool manager, custodial leader, grounds keeping supervisor, office aide supervisor and security guard; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below).

This is the third classification level of three within the Game and Parks Temporary Park Worker class series. Positions in this class are responsible for making decisions requiring knowledge of applicable functions; however, technical or policy problems are normally referred to a supervisor for decision or explanation. Incumbents at this level function as a lead worker to Game and Parks Temporary Park Worker I and II positions and may serve as a supervisor during absences.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do these examples include all the duties that may be assigned.)

May cook a variety of foods from mixes and from scratch, such as soups, vegetables, meats, casseroles, salads and sauces; does short order cooking by using a grill and deep-fat fryer.

May maintain cleanliness of kitchen area; inventories supplies and keep shelves stocked.

May supervise activities in the horse barn area; oversee feeding and grooming of horses; plan trail ride schedules; supervise clean-up of stable area.

May supervise the operation of the swimming pool area; enforce proper pool conduct and safety; oversee maintenance and clean-up of pool and bathhouse facility to insure proper conditions; supervise and plan work schedules of lifeguards.

May lead other custodians in the performance of custodial duties; perform various custodial tasks to maintain cleanliness in own work area; train new custodians; ensure effective use of custodial supplies.

May supervise groundskeeper in the performance of general groundskeeping duties; participate in mowing, raking, planting, removing snow and other groundskeeping tasks; train new employees; requisition supplies.

May supervise various clerical functions of the office; maintain the flow, production and review of the office work; maintain office records; requisition office supplies; maintain inventory of office supplies and equipment.

May guard property against theft, fire, vandalism and illegal entry; examine and lock doors, windows and gates; check furnaces and other utility systems; handle traffic and crowd control at special events.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: office management, business arithmetic and record keeping; cooking techniques; housekeeping, food service, storekeeping, history, animal husbandry, anthropology, wildlife or recreation; the history, culture and recreational use of the tourist attraction.

Ability to: meet and deal effectively with the public; understand and follow instructions; plan, assign and coordinate the work of others; establish and maintain effective working relationships with co-workers and administrative personnel; read and comprehend menus and recipes; make routine decisions.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

One year of experience working in a recreational area, scenic attraction or historical setting, or related coursework/training or experience.

SPECIAL NOTES:

Lifeguards must possess a valid lifeguard certificate.

Possession of a Food Handler's Permit required for food preparation and wait staff.

Specific positions in this class may require an employee to possess a valid driver's license and provide a passenger vehicle with adequate liability insurance, or the ability to provide independent authorized transportation, in order to perform work-related travel.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).