



The CITY OF BURNSVILLE
Invites applications for the position of:
Park Service Officer

An Equal Opportunity Employer

OPENING DATE: February 9, 2021

CLOSING DATE: Open until filled (so please apply early)

SEASONAL POSITION: June - August

SALARY RANGE: \$ 10.50 - \$ 12.00 per hour

DESCRIPTION: Park Service Officers are responsible for the safety and supervision of over 70 parks, and educating park users on park ordinances through distribution of the ordinances and other materials as necessary to insure the protection of park system users and property. Make contact with community facility users to assure sites are available as reserved and deal with any problems that may arise.

HOURS: This is a summer temporary/seasonal position. Hours are Wednesday-Friday 6:30 p.m. – 11:30 p.m. and Saturday-Sunday 12:00 p.m. – 8:00 p.m.

ESSENTIAL JOB FUNCTIONS:

- Provide general information to users regarding ordinances and regulations and safety of the facilities.
- Establish and maintain cooperative relations with facility users and the general public. Make contact with facility users as directed or available to insure that needs are met and to deal with last minute problems.
- Conduct ongoing visual checks throughout the park system for maintenance and safety problems and report them to appropriate personnel for correction.
- Educate park users on park ordinances and regulations and enforce rules as appropriate within limits of authority.
- Work with the Police Department on relative issues.
- Assist department with major celebrations and special events as needed.
- Wear appropriate park service uniform while on duty.
- Work closely with both the recreation and maintenance divisions in delivering services to the public.
- Keep detailed "duty log" of all activity while on duty, including time of arrival and departure from a park and pertinent comments.
- Perform other duties as apparent or assigned.

KNOWLEDGE/SKILLS/ABILITIES:

- Ability to analyze situations accurately and adopt effective course of action.
- Ability to prepare written reports.
- Ability to communicate orally and in writing.
- Ability to work under minimum supervision.

- Ability to develop and maintain good working relations with colleagues, the general public and Parks & Recreation Department employees.

MINIMUM QUALIFICATIONS:

- 18 years of age or older
- Must possess a valid MN Driver's License
- Available to work June – August, Wednesday – Friday evenings and weekends
- Current first aid and CPR certification or willingness to acquire.

DESIRED QUALIFICATIONS:

- Knowledge of Burnsville park system preferred.

EXAMINATION:

- Training and Experience Rating
- Oral Interview
- Final candidate must successfully pass background check

APPLICATIONS MAY BE FILED ONLINE AT:

www.burnsvillemn.gov/jobs

OUR OFFICE IS LOCATED AT:
100 Civic Center Parkway
Burnsville, MN 55337
P: 952-895-4477