



CITY OF BAKER CITY, OREGON

P.O. Box 650 ■ Baker City, OR 97814-0650

541-523-6541 Voice/TDD ■ 541-524-2024 Fax

CITY OF BAKER CITY'S MISSION STATEMENT

The City of Baker City exists to provide municipal services through efficient, effective, and progressive governance allowing individuals, families, and businesses the opportunity to thrive in a friendly, safe, and dynamic environment. By maintaining trust, respect, and accountability in its day-to-day operations, the city will build on its strengths and creativity.

Classification

Temporary-Seasonal
August – October

FLSA Status:

Non-Exempt

Department/Reports To

Public Works Technical
Administration Supervisor

Pay Range

\$16.00 to \$18.00/hour

Hours: TBD

PARK AMBASSADOR

JOB DESCRIPTION

Summary/Objective

Monitors assigned park areas to ensure safety and security for daily park users. Communicates with citizens and develops positive relationships with park users and visitors by providing assistance and information. Enforces City and departmental regulations as appropriate, and informs law enforcement of disturbances as needed. Performs basic custodial task to ensure cleanliness of park equipment. Communicates other custodial needs to Technical Administration Supervisor.

Essential Functions

1. Disinfect playground equipment on a regular basis as per guidelines related to COVID-19.
2. Monitor city operated public restrooms as to COVID-19 protocols and communicate custodial needs to Technical Administration Supervisor.
3. Provide assistance and information to visitors, parents and children about latest guidance from Oregon Health Authority (OHA) on COVID-19 protocols.
4. Monitors park areas and facilities, including Leo Adler Memorial Parkway. Ensures a safe environment for all park users by providing education about Parks and Recreation policies and procedures. Acts immediately to address inappropriate behaviors by

contacting appropriate staff, law enforcement or other emergency personnel as appropriate.

5. Provide assistance and information on park programs. Distributes flyers to visitors to promote Baker City and surrounding areas.
6. Perform litter pick-up.

Knowledge, Skill, and Abilities

Knowledge:

- General knowledge of City services and surrounding areas.

Skill:

- Excellent interpersonal skills for interaction with City staff, department staff and the public.

Ability to:

- Ability to communicate respectfully and effectively with a diverse community using courtesy, tact, and good judgement.
- Ability to explain and enforce rules of conduct and departmental or other applicable rules and policies especially guidelines related to COVID-19.
- Ability to work independently with general supervision.
- Ability to work outside in all types of weather conditions.
- Adequate hearing, vision and physical ability to perform the work assigned.
- Ability to perform routine, repetitive activities.
- Ability and willingness to work flexible schedules.
- Physical ability to perform the essential functions of the job, including, but not limited to:
 - Frequent standing for long periods of time.
 - Frequent verbal communication.
 - Lift and transport objects weighing up to 30 lbs.

Tools and Equipment Used

Two wheel bicycle may be used to traverse Leo Adler Memorial Parkway and mobile hand held sprayer to disinfect playground equipment.

Supervisory Responsibility

There are no supervisory responsibilities with this position.

Supervision Received

Works under the general supervision of the City's Public Works Technical Administration Supervisor who assigns non-routine tasks and reviews work for conformance to departmental policies and procedures.

Work Environment

Work is performed out-of-doors in all weather conditions and on uneven terrain exposing employee to inclement weather. Employees are required to use appropriate safety equipment and follow standard safety practices. Involves a high degree of public contact.

Minimum Qualifications:

Familiarity with area. Experience working with the public. Must be able to pass background check. First Aid and CPR certification preferred.

IN ADDITION: No employee shall impose a direct threat to him/herself or others.

EEO Statement: *Baker City is an equal opportunity employer, and as such, we consider individuals for employment according to their abilities and performance. Employment decisions are made without regard to age, disability, race, color, national origin, religion, sex, sexual orientation, veteran status, military status, association with members of a protected class, marital status, injured worker status, union participation, non-supervisory family relationships, or any other protected class or work relationship. All employment requirements mandated by State and Federal laws and regulations are observed.*

Director _____ HR _____

By signing below, I understand the requirements, essential functions and duties of this position.

Employee: _____ Date _____

Position date: 08/07/2020

Revision date: