

**Department of Human Resources**  
Carroll County Government  
225 North Center Street, Room 100  
Westminster, Maryland 21157  
410-386-2129



Currently accepting applications for:  
**Park Attendant**  
**Department of Recreation and Parks**  
An Equal Opportunity Employer

**Park Attendant – Department of Recreation and Parks/Sports Complex**

\$15.00 hourly, 14 hours per week, contractual position; March 1 – November 30

Hours are typically Saturday and Sunday from 5:00 am – 9:00 am and 1 weekday from 6:00 am – 12:00 pm

*Hours vary and may require evenings, weekends, and holidays*

**This position will remain open until filled; first review of application will occur on December 27, 2023.**

The Department of Recreation and Parks is seeking a reliable candidate to work weekend tournaments at the Carroll County Sports Complex.

This individual will be primarily responsible for field preparations of weekend tournaments, as well as: mowing and trimming park grounds, maintaining bathrooms and other park buildings and facilities, overseeing the use of facilities by park user groups, and patrolling the park on a regular basis.

General maintenance and repair work experience is preferred.

*See next page for the full job description*

**Qualifications:**

1. High school diploma or GED
2. Bloodborne Pathogen Training
3. Requires criminal background check as condition of employment

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

**Benefits of working for Carroll County Government:**

- ✓ 40 hours of Sick and Safe Leave

**How to apply:**

- Apply online: <https://careers.carrollcountymd.gov/openings/>
- Pick up an application in our office: 225 N. Center Street, Room 100, Westminster, MD 21157
- Request an application by calling our office or sending an email to: [careers@carrollcountymd.gov](mailto:careers@carrollcountymd.gov)
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

Posted 12/18/2023  
(24-063)



The County Commissioners of Carroll County recognize the rights of all people, including County employees, to equal opportunity. Discrimination against County employees on the basis of age, religion, gender, race, color, national origin, sexual orientation, marital status, physical or mental disability is strictly prohibited. The Americans with Disabilities Act, Titles I and II, applies to County government employment. If you have questions, suggestions, or complaints, please contact Kristy L. Bixler, Director and Carroll County Government Americans with Disabilities Coordinator for employment, at the Department of Human Resources (410-386-2129) or Md. Relay 711/800-735-2258. The mailing address is 225 North Center Street, Westminster, MD 21157.

## **PARK ATTENDANT**

### **GENERAL RESPONSIBILITIES**

Oversees the use of the Carroll County Sports Complex and assists with the maintenance of grounds, buildings and equipment.

**ESSENTIAL TASKS** include the following. Other duties may be assigned.

1. Mow and trim park grounds, maintain park grounds equipment, clean grounds of litter and trash, maintain bathrooms and other park buildings and facilities
2. Prepare fields and park for weekend tournaments
3. Oversee use of facility by user groups, ensure that park users conduct themselves in a safe and proper manner
4. Provide information and assistance to park visitors related to emergency rescue, fire prevention, health and sanitary regulations and first aid
5. Patrol park on regular basis to prevent trespass and vandalism, report individuals under the influence or using alcohol or drugs to law enforcement
6. Report all dangerous conditions to management
7. Keep accurate records of park use
8. Assist in general crowd control and regulation of traffic, enforce all park rules and regulations
9. Requires flexible work schedule, including evenings, weekends and holidays
10. Perform related duties as to specific assignments
11. Any employee may be identified as Essential Personnel during emergency situations
12. Provides service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
13. Communicate with managers, supervisors, co-workers, and others, maintains confidentiality; and represents the County

### **EDUCATION AND EXPERIENCE**

1. High school diploma or general education diploma (GED)
2. General maintenance and repair work experience preferred

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

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

1. Operate grounds keeping equipment and machinery such as tractors, mowers, and various carpentry tools
2. Apply elementary maintenance and repair skills
3. Apply rules and regulations of the Sports Complex and Parks Ordinance

### **CERTIFICATES, LICENSES, REGISTRATIONS**

1. Requires criminal background check as condition of employment
2. Bloodborne pathogen training