



1200 East Broad Street
Mansfield, Texas 76063
Telephone: 817-276-4267

JOB CLASSIFICATION: Recreation Attendant – Part-Time
DEPARTMENT: Parks & Recreation **SALARY:** \$9.55 per Hour
Mansfield Activities Center
APPLICATIONS ACCEPTED UNTIL FILLED

JOB DESCRIPTION:

The Recreation Attendant will work at the Mansfield Activities Center (MAC) and will be responsible for all reception desk responsibilities including communicating effectively and courteously with all patrons of the facility during general operating hours, as well as during private reservation hours and at special events. Attendant will also assist full time staff in planning, developing, promoting, executing, and evaluating recreational programs and special events for all ages.

EXAMPLES OF WORK TO BE PERFORMED:

- Provide patrons with program and facility information.
- Perform basic office duties such as answering phones, making copies, faxing, filing, gathering data, and light cleaning.
- Process MAC card applications, program registrations and rental requests.
- Collect fees and paperwork for MAC cards, programs, and rentals.
- Issue and monitor equipment and supplies to patrons.
- Assist with recreation programs, classes, activities, and special events.
- Enforce and maintain MAC policies and procedures as needed.
- Process reservations for Mansfield parks, sports facilities and the MAC.
- Assist with transporting Kids Zone participants in 15-passenger van, if 21 years of age or older.
- Assist full-time staff with planning, developing, promoting, executing and evaluating recreational programs and special events for all ages.
- Attend monthly staff meetings and other trainings as scheduled.
- Provide a high level of customer service to all patrons.
- Perform other assigned duties as required.

REQUIRED KNOWLEDGE SKILLS AND ABILITIES:

- Must be at least 18 years of age.
- Excellent communication skills, both written and verbal.
- Flexible, energetic, outgoing personality.
- Self-starter, punctual, attentive to detail, and ability to work well with others and individually.
- Willing to provide a high level of customer service to all patrons.
- Must have reliable transportation.
- Must be able to work a flexible schedule including morning, evening, and weekends and some holidays. This is a year-round position averaging 20 hours per week.

The City of Mansfield is an Equal Opportunity Employer and does not discriminate on the basis of disability.

- CPR certification preferred.
- Experience with cash handling procedures.
- Knowledge of Microsoft Windows and Windows applications.

ESSENTIAL PHYSICAL FUNCTIONS:

1. The physical activity of this position

- Climbing. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Balancing. Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces.
- Stooping. Bending body downward and forward by bending spine at the waist.
- Kneeling. Bending legs at knee to come to a rest on knee or knees.
- Crouching. Bending the body downward and forward by bending leg and spine.
- Crawling. Moving about on hands and knees or hands and feet.
- Reaching. Extending hand(s) and arm(s) in any direction.
- Standing. Particularly for sustained periods of time.
- Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping. Applying pressure to an object with the fingers and palm.
- Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.

2. The physical requirements of this position

- Medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

3. The visual acuity requirements including color, depth perception, and field vision.

- The worker is required to have visual acuity to operate motor vehicles and/or heavy equipment.
- The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general laborer, etc.) or to make general observations of facilities or structures

4. The conditions the worker will be subject to in this position

- The worker is subject to environmental conditions. Protection from weather conditions but not necessarily from temperature changes.
- The worker is subject to both environmental conditions. Activities occur inside and outside.
- The worker is subject to extreme heat. Temperatures above 100° for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
- The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.
- The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.



EMPLOYER block and go to the next block. Start with your current status and work backward. If you need additional space, use a plain sheet of paper using the format below for each additional position. You may attach a resume or other documents. COMPLETE EACH SECTION FULLY.

CURRENT EMPLOYER: _____

BUSINESS ADDRESS: _____ **PHONE NO.** _____

JOB TITLE: _____ **SUPERVISOR'S NAME:** _____

DATES OF EMPLOYMENT: From _____ To _____

REASON FOR DESIRING CHANGE: _____

STARTING SALARY: \$ _____ **ENDING SALARY** \$ _____ **MAY WE CONTACT THIS EMPLOYER?** _____

YOUR DUTIES: _____

LAST EMPLOYER: _____

BUSINESS ADDRESS: _____ **PHONE NO.** _____

JOB TITLE: _____ **SUPERVISOR'S NAME:** _____

DATES OF EMPLOYMENT: From _____ To _____

REASON FOR LEAVING: _____

STARTING SALARY: \$ _____ **ENDING SALARY** \$ _____ **MAY WE CONTACT THIS EMPLOYER?** _____

YOUR DUTIES: _____

NEXT PREVIOUS EMPLOYER: _____

BUSINESS ADDRESS: _____ **PHONE NO.** _____

JOB TITLE: _____ **SUPERVISOR'S NAME:** _____

DATES OF EMPLOYMENT: From _____ To _____

REASON FOR LEAVING: _____

STARTING SALARY: \$ _____ **ENDING SALARY** \$ _____ **MAY WE CONTACT THIS EMPLOYER?** _____

YOUR DUTIES: _____

NEXT PREVIOUS EMPLOYER: _____

BUSINESS ADDRESS: _____ **PHONE NO.** _____

JOB TITLE: _____ **SUPERVISOR'S NAME:** _____

DATES OF EMPLOYMENT: From _____ To _____

REASON FOR LEAVING: _____

STARTING SALARY: \$ _____ **ENDING SALARY** \$ _____ **MAY WE CONTACT THIS EMPLOYER?** _____

YOUR DUTIES: _____

PLEASE EXPLAIN IN DETAIL ANY TIME LAPSES DUE TO UNEMPLOYMENT OR OTHER REASONS.

LIST LICENSES or CERTIFICATIONS RELATED TO THE JOB FOR WHICH YOU ARE APPLYING.

LIST PROFESSIONAL OR TECHNICAL LICENSES, REGISTRATION, CERTIFICATES, OR MEMBERSHIPS YOU POSSESS.

CHECK ALL SKILLS OR ABILITIES, BELOW, THAT YOU POSSESS THAT RELATE TO THE POSITION FOR WHICH YOU ARE APPLYING.

Typing / Speed _____ WPM Ten-Key Calculator
 Computer List programs in which proficient: _____

FOR TRADES JOBS ONLY:

- Truck List type(s): _____
- Backhoe List type(s): _____
- Grader List type(s): _____
- Dozer List type(s): _____
- Tractor List type(s): _____
- Mower List type(s): _____
- Other equipment List type(s): _____

EDUCATION

SCHOOL	NAME AND LOCATION	FROM	TO	GRADUATED/COMPLETED
High School				Diploma GED
Trade School				Course of Study _____ Certification _____
College				Degree obtained _____ Major _____ Minor _____
Other				

ACKNOWLEDGEMENT

READ THE FOLLOWING CAREFULLY BEFORE SIGNING

I understand that if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from employment with the City of Mansfield whenever it is discovered.

I give the City of Mansfield the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the City of Mansfield and its representatives for seeking, gathering, and using such information and all other persons, corporations, or organizations for furnishing such information.

The City of Mansfield does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state, or federal law.

This application is current for only six (6) months for the position for which application is made. I acknowledge that this application, once submitted to the City of Mansfield, becomes the property of the City of Mansfield.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the City of Mansfield reserves the same right to terminate my employment during the probationary period at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the City of Mansfield, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

I understand it is the policy of the City of Mansfield not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant: _____ Date: _____



Human Resources
1200 East Broad Street
Mansfield, Texas 76063
(817) 276-4267

READ CAREFULLY BEFORE SIGNING

Prior to employment, applicants will be investigated as to convictions for prior criminal offenses. A prior conviction will not automatically disqualify an applicant for employment and will be considered only as it relates to the job applied for and as it may assist in determining character traits of the applicant. However, falsification of the application will result in disqualification for employment.

All applicants for full time or regular part-time positions are requested to take a physical examination, INCLUDING DRUG SCREENING.

All job offers are contingent on the successful completion of reference checks, police check, driver's license check (if applicable), and physical exam (if applicable).

All applications become the property of the *City of Mansfield*. Applications will be kept on file six months.

I hereby request and authorize you to render any information regarding my employment, character, qualifications, habits, reputation, credit, medical history, past record of performance, or any other pertinent information to the City of Mansfield. Any information furnished is at my express request and for my benefit.

I hold said representative or agent furnishing aforesaid information harmless, and I do hereby release them from any and all liability for damage of whatsoever nature because of furnishing such information.

I further understand that this information will be "confidential" between the City of Mansfield and all other parties involved.

Signature of Applicant

Date

Print Name: _____ Today's Date: _____
Last First Middle Maiden Month Day Year

SUPPLEMENTAL INFORMATION CARD

The information on this card is used for statistical reporting to various regulatory agencies only. It will be detached from your application and will in no way be used in consideration of your application for employment.

Position applying: _____

Race/Sex: Female Male

- A. American Indian or Alaska Native
- B. Asian
- C. Black or African American
- D. Hispanic or Latino
- E. Native Hawaiian or Other Pacific Islander
- F. Two or more races
- G. White

How did you learn of this position?

- Dallas Morning News
- Employee Referral
- Fort Worth Star Telegram
- HR Office
- Mansfield News-Mirror
- Professional Magazine*
- Texas Workforce Commission
- Other * _____

Internet Site

- Career Builder
- City
- Monster
- TML
- Other *

Specify Which:

- _____
- _____
- _____
- Other *

Birth Date: _____
Month Day Year

Birthplace: _____ U.S. Citizen Yes No

Have you previously worked for the City? No Yes If yes, when? _____
Mo. Year to Mo. Year

Department: _____ Position: _____

Under what other names have you been employed? _____



Applicant Notification / Release of Information

In connection with my application for employment, I understand that investigative inquiries on my background, in accordance with the Fair Credit Reporting Act and all state and federal laws, are to be made on me, including information as to my personal character, abilities, work habits, mode of living, residency, general reputation, performance, experience, and other qualities pertinent to my qualifications for employment, including reasons for termination of past employment.

I understand that prospective employer and/or First Check may make inquiries, including but not limited to my consumer credit history, education, professional licensing, and criminal history and driving history. Furthermore, I understand that prospective employer and/or First Check may request information from various federal, state and other agencies that maintain records concerning my past driving history, credit history, criminal history, military history, civil and other experiences.

I understand that according to the Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained by my perspective employer from a Consumer Reporting Agency. Upon written request, I will be informed whether an investigative consumer report was requested and will be given full information as to the nature and the scope of the investigation, as well as the name of the reporting agency or sources of information.

I authorize without reservation, any party (including, but not limited to, employers, law enforcement agencies, state agencies, institutions and private information bureaus or repositories) contacted by prospective employer and/or First Check to furnish any or all of the above mentioned information. In addition, I hereby release First Check and prospective employer from any and all liability for damages arising from the investigation and disclosure of the requested information. I further release and discharge all liability from all companies, agencies, officials, officers, employees and other persons, who, in good faith provide to prospective employer and/or First Check the above mentioned information as requested, in order to successfully complete a background investigation for my application of employment. I will allow a photocopy of this authorization to be as valid as the original.

Print Full Name: _____

Social Security _____ *Date of Birth _____ / _____ / _____

Current Address _____

City/State/Zip _____

Driver's License # _____ State _____

Prospective Employer _____

Applicants Signature _____

** Notary Signature _____ Printed _____

State _____ County _____ Commission Expires _____

* Date of birth is being requested only for the purpose of identification in obtaining accurate retrieval of records, and will not be used for discriminatory purposes. ** Only when requested