



Town of Suffield Job Posting

Position: Gate Attendant and Special Event Staff
Post Date: January 13, 2022
End Date: April 1, 2022

The Town of Suffield is a quintessential New England town with a longstanding pledge to preserving its historic architecture and agricultural roots. The many people who serve Suffield through town government - as employees and volunteers alike - remain committed to developing and fostering a strong sense of community among its residents.

The Town of Suffield is seeking Gate Attendant and Special Event Staff. The Gate Attendant and Special Event Staff is the first point of contact for patrons entering park or event. This position greets all patrons in a positive and professional manner. Collects data and information about park patrons. Sets up and breaks down all equipment required for special events. Enforces park rules, maintains order, safety and parking lot cleanliness. Explains and interprets operational and programmatic rules and regulations, refers enforcement matters to proper authorities and or supervisor. Serves the residents of Suffield in customer-oriented manner that helps promote a positive, professional image for the Town government.

Supervision Received:

Reports to the Director of Parks and Recreation and/or Recreation and Sports Programmer.

Supervision Exercised:

None.

Essential Duties and Responsibilities:

1. Greet all patrons entering and exiting park in a positive and professional manner.
2. Provide information to customers about facility and events.
3. Maintain proper vehicle and customer counts in compliance with parking lot and beach maximums.
4. Keep accurate count of the patrons who utilize the facility.
5. Close gate when facility reaches maximum counts.
6. Maintain cleanliness of parking lot by picking up trash during down times.
7. Report any disturbances to Police Department and Supervisor.
8. Responsible for making periodic checks throughout park.
9. Responsible for proper use of equipment and facilities.
10. Assists in setup, cleanup and break down with all job related duties.

11. Make posters, signs and announcements for the general public to communicate rules and events as needed.
12. Set up and breakdown of special event equipment.
13. Prepare special event site.
14. Clean site and return equipment as needed.
15. Maintain positive working relationships with school officials, community groups, and the public regarding program offerings and coordination of services; promptly and cordially respond to citizen inquiries, feedback, and complaints about services and facilities.
16. Attend seminars and conferences to remain current on developments in relevant fields.

Other Job Functions:

1. Perform other related work as assigned.

Minimum Qualifications

Education & Experience:

1. Must be at least 16 years of age.
2. Some previous employment experience; or equivalent combination of relevant training and experience.
3. Suitable experience may be substituted for education attainment if deemed appropriate by the First Selectman.

Knowledge, Skills and Abilities:

1. Excellent interpersonal and Customer Service Skills.
2. Ability to write legibly and communicate clearly.
3. Ability to solve problems and work independently.
4. Ability to listen and follow instructions.
5. Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials, and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, political affiliation or sexual orientation.
6. Ability to work around trees, foliage and be able to withstand dust.
7. Ability to attend to task/function for more than 60 minutes at a time.
8. Ability to perform the essential functions of the job with or without reasonable accommodation.

Special Requirements:

1. Valid, active Motor Vehicle Operator's license preferred.
2. Must submit to pre-employment drug and alcohol testing as well as fitness for duty testing.

Physical Demands:

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to stand, walk, use hands and fingers, handle or operate objects, controls or standard office equipment, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl and taste or smell.

The employee must occasionally lift and/or move up to 45 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

This job operates in a professional work environment and related fieldwork. While performing the duties of this job, the employee may occasionally work in outside weather conditions. The employee may occasionally work near moving mechanical parts; in precarious places; may occasionally be exposed to wet and/or humid conditions, extreme cold, extreme heat, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in the office and moderately noisy too noisy in the field.

General Guidelines:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of functions, activities, duties or responsibilities that are required of the employee for this job. Functions, duties, responsibilities and activities may change at any time with or without notice.

Travel:

Travel is primarily local during the business day, although some out of the area travel and overnight may be expected for conferences and seminars.

EEOC Statement:

It is the policy of the Town of Suffield to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In

addition, the Town of Suffield will provide reasonable accommodations that do not present an undue hardship for qualified individuals with disabilities.

Hours:

This position is at will.

This is a ten (10) hours to thirty (30) hours per week, part-time, non-benefits position. Must be flexible to include evenings and weekends. The hours may be subject to change. This position occasionally requires long hours beyond those scheduled hours, evening work, and weekend work as job duties demand.

Compensation and Benefits:

\$13.00 per hour (increased to \$14.00 per hour beginning on July 1, 2022). This position is a part-time, and non-benefit eligible position.

How to Apply:

Applications can be found on the town web page at www.suffieldct.gov under town departments/Human Resources. Submit application by closing date of posting. Mail or email application and resume to: Town of Suffield, Parks and Recreation Department, 145 Bridge St, Suffield, CT 06078 recreation@suffieldct.gov

*The Town of Suffield is an equal opportunity employer m/f/d/v.
The above posting is intended as a guide and is not a complete description of the position or process*