TOWN OF COVENTRY

DEPARTMENT OF
PARKS & RECREATION

2020 Gate Keeper & Park Maintainer
Job Application

Application Deadline: 4/2/2020
Job Description – Gate Attendant

Town of Coventry Parks & Recreation Department

Illustrative Tasks: Responsible for handling monetary transactions at the town park beaches. Enforces rules and maintains order in parking lot areas. Maintains staff and patron safety, order, and discipline at the assigned facilities. Explains and interprets operational and programmatic rules and regulations to park patrons; enforces or refers enforcement to proper authorities. Ensures general safety, cleanliness, and appearance of assigned facility amenities including trash pick-up, when able to do so without distraction from gate keeper responsibilities. Performs related work as required.

Supervision Received: Works under the general supervision of the Parks & Recreation Director or his/her designee.

Supervision Exercised: none

Examples of Duties:
- Responsible for any fees collected.
- Responsible for proper use of equipment and facilities.
- Assists in setup, cleanup and all job related duties.
- Responsible for making periodic checks of resident/taxpayer beach passes.
- Keeps a count of the people who utilize the facility.
- Makes posters, signs and announcements for the general public in order to inform them of rules, events and happenings as needed.

Knowledge, Ability and Skills:
Ability to add and subtract numbers, write legibly and communicate clearly. 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.

Experience and Training:
Completion of two (2) years of high school or equivalent or in process of completion of the 10th grade. Employment continuation in this class is contingent upon completion of the 10th grade within four (4) months of employment; minimum age 16 years; some previous employment experience; or equivalent combination of relevant training and experience.

Physical Demands and Work Environment:
- Sufficient stamina and strength to be exposed to the discomforts of working out of doors in the summer. Must be able to work around trees and foliage and be able to withstand dust.
- Must be mobile and able to sit for long periods of time.
- Must be able to hear normal sounds with some interruption; needs to attend to task/function for more than 60 minutes at a time.
- Must be able to perform the essential functions of the job with or without reasonable accommodation.

Revised January 2017
Job Description - Maintenance

Town of Coventry Parks & Recreation Department

**Illustrative Tasks:** Under supervisor, performs maintenance related duties in facilities and grounds maintenance. Explains and interprets operational and programmatic rules and regulations to park patrons; enforces or refers enforcement to proper authorities. Ensures general safety, cleanliness, and appearance of assigned facility amenities. Enforces rules and assists gatekeepers in maintaining order in parking lot areas when it does not distract from primary duties. Performs related work as required.

**Supervision Received:** Works under the general supervision of the Parks & Recreation Director or his/her designee.

**Supervision Exercised:** none

**Examples of Duties:**
- Performs manual laboring tasks
- Raking grass areas, sweeping walkways.
- Cleans grounds of litter, empties trash containers.
- Weeds flower beds.
- Cleans restrooms, replenish paper supplies as needed.

**Knowledge, Ability and Skills:**
- Knowledge of hand tools in performing common labor tasks.
- Ability to follow simple oral and written instructions. Ability to write legibly and communicate clearly.
- 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.

**Experience and Training:**
Completion of two (2) years of high school or equivalent or in process of completion of the 10th grade. Employment continuation in this class is contingent upon completion of the 10th grade within four (4) months of employment; minimum age 16 years; some previous employment experience; or equivalent combination of relevant training and experience.

**Physical Demands and Work Environment:**
- Sufficient stamina and strength to be exposed to the discomforts of working out of doors in the summer. Must be able to work around trees and foliage and be able to withstand dust.
- Ability to push/pull/lift objects weighing less than 50 pounds. Able to perform gross body coordination.
- Able to see objects far away as in driving and closely as in reading a report. Able to hear normal sounds with some interruption.
- Must be able to perform the essential functions of the job with or without reasonable accommodation.

*Revised January 2017*
APPLICATION FOR EMPLOYMENT

In compliance with Federal and State equal opportunity laws, qualified applications are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, or the presence of non-job-related medical condition or handicap.

Date of Application ______________________

Position Applying For: ________________________________________________

Name _____________________________________________________________

                   Last                      First                      Middle

Address _____________________________________________________________

                   Street     City     State     Zip

Telephone ______________________ Email: _______________________________

Have you filed an application or been employed by the Town of Coventry in the past?
Yes_____/Dates:_________________  No_____

Are you a citizen of the United States? Yes_____ No_____  

If not, do you have an Alien Registration Card? Yes_____ No_____

Are you able to perform the essential functions of the job for which you are applying, with or without reasonable accommodation? Yes_____ No_____  

Are you available to work: Full Time____  Part Time______

Are you over the age of 18? Yes_____ No_____  

In case of accident or emergency, please notify:

Name ______________________ Address ______________________ Phone ____________
Do you have a driver's license? Yes____ No____ Type(Class):________
CDL: Yes____ No____ Operator's #________

Education History:

**Specialized Training and Skills:** Please list any specialized training, apprenticeship, skills, or experience relevant to the position for which you are applying.

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<tr>
<th>School Name</th>
<th>High School</th>
<th>College</th>
<th>Graduate</th>
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<td><strong>Years Completed</strong></td>
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<td><strong>Course of Study</strong></td>
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List trade of professional organizations of which you are a member, including offices held.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Employment Experience:

In the space provided, please list your employment history beginning with your most recent employer.

1. Employer: ___________________________ Phone: ______________________
   Address: __________________________________________________________
   Name and Title of Supervisor: ______________________________________
   Your Position: _____________________ Duties: _________________________
   ___________________________________________________________________
   Reason for Leaving: _________________________________________________
   Employed From: ____/____ To: ____/____

2. Employer: ___________________________ Phone: ______________________
   Address: __________________________________________________________
   Name and Title of Supervisor: ______________________________________
   Your Position: _____________________ Duties: _________________________
   ___________________________________________________________________
   Reason for Leaving: _________________________________________________
   Employed From: ____/____ To: ____/____

3. Employer: ___________________________ Phone: ______________________
   Address: __________________________________________________________
   Name and Title of Supervisor: ______________________________________
   Your Position: _____________________ Duties: _________________________
   ___________________________________________________________________
   Reason for Leaving: _________________________________________________
   Employed From: ____/____ To: ____/____
References:

Please list 3 references not related to you.

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I certify that the answers given herein are true and complete to the best of my knowledge.
I authorize you to make such investigations and inquiries of my personal, employment, financial or medical history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools or persons from all liability in responding to inquiries in connection with my application.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulation of the Town of Coventry.

_________________________________________  ________________________
Signature of Applicant                         Date

For Personnel Department Use Only

Arrange Interview: Yes____ No____  Date: ______________________
Remarks:
_________________________________________
_________________________________________
_________________________________________
_________________________________________

Employed: Yes____ No____  Date of Employment: ______________________
Department: ____________________  Job Title: ______________________
Salary/Rate: ____________________

Job Application form: revised 1/15/2019