



DSRP FACILITY SPECIALIST PART TIME EMPLOYEE

(Approved 5/14/2021)

A. GENERAL PURPOSE

Under supervision of the Dripping Springs Ranch Park Manager, provides customer service to guests, performs daily maintenance and custodial duties, and assists in preparation and production of events at Dripping Springs Ranch Park and Event Center.

B. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides customer service to event center guests.
2. Opens and closes the event center and arena and unlocks/locks appropriate doors.
3. Performs daily walk through duties.
4. Performs general maintenance duties.
5. Is visible, available, and assisting Ranch Hands during events.
6. Prepares and assists in set up, production, and breakdown of events.
7. Maintains event center floors.
8. Cleans restrooms, common areas, and seating areas, etc., within and around the event center as needed.
9. Picks up and disposes of litter and glass.
10. Cleans and maintains livestock and equine areas.
11. Cleans and maintains recreational vehicle (RV) & primitive tent camp sites.
12. Reports all issues and concerns to DSRP Manager.
13. Performs other duties as assigned by DSRP Manager and Lead Ranch Hand.

C. EDUCATION, EXPERIENCE, AND CERTIFICATIONS

1. Requires a High School Diploma or equivalent.
2. Must possess a valid Class C Texas Driver's License, clean driving record and working vehicle.
3. Standard First Aid and C.P.R. certifications within the first 3 months required. Will provide.
4. Ability to establish and maintain effective working relationships with employees, City officials, media, and general public.
5. Ability to communicate effectively orally and in writing.
6. Ability to handle confidential and sensitive information while maintaining confidentiality.

D. TOOLS AND EQUIPMENT USED

General maintenance equipment, basic cleaning equipment, utility vehicles, phone, calculator, computer, printer, and related software. Must possess a valid Class C Texas Driver's License, clean driving record and working vehicle.

E. SPECIAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to perform the essential functions if needed.

1. Work is performed in indoor and outdoor settings. Considerable outdoor work is required in the maintenance of Dripping Springs Ranch Park and Event Center. Must be able to work outside in all weather conditions and be able to lift a minimum of 80 pounds.
2. While performing the duties of this job, the employee is regularly required to move around the facility to perform functions and assist visitors; communicate effectively, and; operate objects, tools, or controls. The employee is often required to climb or balance; stoop, kneel, crouch, or crawl.
3. Must be able to distinguish colors when working with equipment, electrical panels, etc.; must be able to operate assigned vehicle or equipment.

F. WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to perform the essential functions if needed.

1. While performing the duties of this job, the employee regularly works in outside weather conditions. Indoor and outdoor environments; exposure to extremes in weather condition; exposure to vibrations and noise; work on slippery or uneven surfaces, work with electricity; work around heavy machinery; work in or near vehicle traffic; exposure to dust and fumes from motorized equipment; possible exposure to toxic chemicals.
2. The noise level in the work environment is usually moderate to loud.

G. WORK HOURS

This is a part-time position. Hours will vary based on the season and events or projects assigned and will not exceed 1,000 hours in a fiscal year (October 1 – September 30). Work hours will be set by the DSRP Manager or Lead Ranch Hand. The position will work a varied schedule that fluctuates week to week and may include holidays, weekends, and evenings. This is 16-

hour per week position that consists of two 8 hour shifts primarily scheduled over the weekend. Exact hours will flex during scheduled events. Shifts can result in longer than 8 hour shifts depending on the specific needs of an event.

H. SALARY

Salary is commensurate with the position. Pay days are those outlined in the CITY OF DRIPPING SPRINGS PERSONNEL MANUAL.

I. BENEFITS

Benefits shall be in accordance with those outlined in the CITY OF DRIPPING SPRINGS PERSONNEL MANUAL, as may be modified by the employee's offer letter and subsequent revisions to the Manual.

J. EQUAL OPPORTUNITY EMPLOYER

The City's employment decisions are made without regard to race, color, religion, sex, age, national origin, sexual orientation, handicap, or marital status. Discrimination or harassment against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership, or non-membership in employee organizations, or because of race, color, national origin, age, disability, veteran status, sex, or marital status is prohibited. If you would like to arrange for accommodations, we encourage you to contact the City Administrator at (512) 858-4725.

Please note: This Job Description is not a contract and shall not be construed to alter an employee's at-will relationship. The terms and conditions of any employee's position with the City may be altered by the City Council at any time. To the extent reasonably possible, this Job Description, the Personnel Manual, and the employee's Offer Letter shall be read together in harmony. If there are conflicts between this Position Description, the Personnel Manual, and the employee's Offer Letter, the most specific term or condition of employment shall govern.