



VACANCY ANNOUNCEMENT

Title: Park Operations Assistant

Status: Part-time, hourly position with no benefits

Starting Pay Range: \$14.00 to \$16.00 per hour based on experience

Schedule: Must be able to work flexible schedule including weekends and holidays

Primary Duties:

The Park Operations Assistant serves as a generalist involved in many aspects of daily Park operations, assisting in protection & resource management, maintenance, visitor services, and admission & retail sales. The incumbent will operate power equipment and motor vehicles, perform manual labor requiring heavy lifting and occasionally work in hazardous and adverse weather conditions. He/she bears responsibility for assisting in the implementation of approved plans and procedures to ensure park safety and security for visitors, staff, and property. The incumbent will perform resource management tasks associated with historic scene restoration, trail and fence maintenance and construction, and hazardous tree removal. He/she will possess the ability to open and close the Park in accordance with standard operating procedures. The incumbent will operate visitor services duty stations throughout the Park and assist the retail and admissions staff with duties in the Civil War Store and at the admissions desk.

Responsibilities:

The Park Operations Assistant will:

- Effectively perform duties related to the opening and closing of the park to include unlocking gates and buildings and securing same, operation of electronic alarm systems, and safety inspections of the Park's trail system.
- Be responsible for cleaning, maintenance, and appearance of the Park's trail system to include cleaning and checking exhibits, clearing trails of leaves and debris, and bringing the trails to the high appearance standards of the Park.
- Perform general janitorial maintenance of all Park buildings.
- Participate in cutting and trimming of Park grounds, maintain trees and shrubbery, and perform leaf and litter removal.
- Operate a motor vehicle, utility vehicle, light-duty tractor, and hand and power tools to include but not limited to chainsaws, leaf blowers, and weed eaters after proper training and in accordance with approved Park policy.
- Perform admissions & retail sales and visitor services duties as assigned.
- Assist in education and interpretive programs as assigned
- Conduct searches for missing visitors in accordance with approved policy.
- Effectively assist visitors by providing information, directions, and answering questions.
- Adhere to all safety and housekeeping standards established by the Park and applicable government agencies.
- Maintain clean and orderly workplace, appearance, and equipment.

- Demonstrate the ability to verbally communicate effectively.
- Maintain a professional appearance consistent with Park standards.
- Demonstrate reliable attendance and punctuality.
- Maintain cordial, cooperative, and professional working relationships with co-workers, supervisors, and the public.
- Assist other departments, and participate in special events as needed.
- Perform other duties as assigned.

Rating Factors:

- A high school diploma or equivalent
- A positive work record demonstrating reliability, the ability to work alone or with limited supervision, and the ability to adapt in a rapidly changing environment.
- Oral communication skills.
- Be physically able to complete extensive foot patrols and perform strenuous resource management and facilities maintenance tasks as required, including the ability to lift 50 pounds repeatedly.
- Possess a valid Virginia Driver's License and have reliable transportation.
- Ability to work outdoors in all weather conditions.
- Ability to work a flexible schedule including evenings, weekends, and holidays.

How to Apply:

Submit a complete Pamplin Historical Park application form, a resume, and a narrative statement of not more than two typewritten pages addressing the preferred qualifications for this position. Additional materials may be included at the applicant's discretion; however, the Park does not guarantee the return of any application materials. Highly qualified applicants will be interviewed in person at the Park's administrative building. All applicants will be notified about the status of their application; therefore, we request that applicants do not call the Park for information about their candidacy. Applicants wishing to withdraw their name from consideration should notify Pamplin Historical Park at their earliest convenience.

To obtain an application form, log on to www.pamplinpark.org, call (804) 861-2408, or request one at the Park. Submit completed application packets to: Pamplin Historical Park, Attn: Zachary Pittard, Director of Education and Interpretation, Amanda Jones, Director of Administration and Membership, 6125 Boydton Plank Road, Petersburg, VA 23803. Application packets may be mailed, faxed to (804) 861-2820, or hand-delivered.