



Clark County Park District
20482 N. Park Entrance Road, Marshall, IL 62441

Fuel Dock Attendant

Summary:

The Fuel Dock Attendant is responsible for assisting visitors, handling cash and credit transactions, sales of miscellaneous items, and working with other team members to accomplish the District's goal of Customer Satisfaction. The work pace is moderate to fast paced. This is a part time seasonal position, shift work with fluctuating hours as well as Weekend and Holiday availability is required.

Qualifications:

- Must be at least 18 years of age.
- Must possess good basic math skills such as add, subtract, multiply and divide.
- Ability to accurately record sales and organize paperwork.
- Fundamental computer knowledge is mandatory.
- Ability to work efficiently with frequent interruptions.
- Good communication skills and customer relations are a must.
- Valid Illinois Driver's License.
- Ability to work with others on a team on the Fuel Dock and with Special Events as needed.
- Ability to pass drug screen/background check
- Flexibility to work weekends and holidays
- Must know how to swim

Supervision:

The Fuel Dock Attendant is directly responsible to the Office Manager and the Executive Director.

Competencies:

- Safety and Security – Use good safety awareness, judgment and follow policies; report potentially unsafe conditions; use equipment following manufacturer safety instructions; and follow agency ergonomic policies and procedures.
- Attendance/Punctuality – Demonstrate consistent attendance and on-time arrival.

- Dependability – Follow instructions and respond to management direction; take responsibility for own actions; keep commitments; and complete tasks on time or notify appropriate person.
- Professionalism – Approach others in a tactful manner; react well under pressure; treat others with respect and consideration; accept responsibility for own actions; and follow through on commitments.
- Interpersonal Skills – Focus on solving conflict, not blaming; listen to others without interrupting; keep emotions under control; maintain a positive attitude; and be receptive to constructive feedback.
- Teamwork – Promote and support work teams; put success of team above own interests; and support everyone's efforts to succeed.
- Customer Service – Manage difficult or emotional customer situations; respond to requests for service and assistance; and meet commitments.
- Planning/Organizing – Prioritize and plan work activities and use time efficiently.
- Judgment – Exhibit sound and appropriate judgment; support and explain reasoning for decisions; include appropriate people in decision-making process; and make timely decisions.
- Problem Solving – Identify and resolve problems in a timely manner; and develop alternative solutions.
- Oral Communication – Listen and get clarification; and respond well to questions.
- Organizational Support – Follow policies and procedures.
- Technical Skills – Must maintain CPR certifications as prescribed by the agency.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several variables in standardized situations.

Language Skills:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small-group situations to customers, patrons, and other employees.

Essential Functions:

1. Issue, reserve, clean, stock, refuel all rental boats. Must drive boats as well as pump water from boats as needed.
2. Pump all fuel for customers.
3. Reconcile daily sales of fuel, ice, boat rentals, oil and other miscellaneous resale items.
4. Inventory items for sale

5. Verify daily transactions with Office Manager.
6. File daily receipts, end of shift balancing receipts with report.
7. Assists in preparing daily deposits.
8. Work with large sums of cash and process daily transactions.
9. Maintaining files and reports as directed.
10. Responsible for keeping the fuel dock and launch Pit Privy/Bathroom, and Lions Shelter neat and tidy, light housekeeping is required.
11. Assisting with Special Events.
12. Possess knowledge of the Park.
13. Observe and obey all Safety Rules and Regulations and strive to be an essential part of the Safety Team.
14. Report any work related or patron injuries.
15. Corrects unsafe conditions and/or reports them to supervisor
16. Report any repairs to building or equipment to supervisor
17. Must be able to use personal protective equipment based on job specific tasks such as but not limited to: Safety goggles, Ear plugs, Appropriate footwear, gloves, helmets, respirators.
18. Must know how to use Fire Extinguishers and fuel spill protective equipment.
19. All other duties as assigned.

Physical, Psychological, Physiological Environment, Cognitive Considerations:

- Must be able to work under pressure with frequent interruptions while meeting deadlines for various tasks.
- Must be able to resolve differences and problems with the public, vendors, and employees in a pleasant manner.
- Must be able to work Shift Work and be comfortable working night shifts.
- Must be able to work in a small office environment.
- Worker must be able to stand for long periods of time.
- May be required to lift 50 lbs or greater, assistance from other personnel maybe needed.
- Workers must be self-starters and capable of working without constant supervision.
- Must be able to work weekends and holidays.
- Work is frequently exposed to extreme temperature changes and extreme weather conditions and will be expected to dress accordingly.