



North Houston District

Employer: North Houston District

Position: Bike Park Attendant

Employment Status: Full-Time

SUMMARY: The Bike Park Attendant supports the Parks & Recreation Manager in operation and maintenance of the North Houston Bike Park. This position is also responsible for effectively communicating park rules, regulations and policies to bikers and spectators at the bike park.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Enforce the Park Rules
- Manage part-time bike park attendants
- Manage maintenance contractors as needed
- Keep the bike park and surrounding areas free from litter and debris
- Maintain accurate shift reports, incident reports, accident reports, etc.
- Maintain a safe and secure environment for staff, spectators, and participants

QUALIFICATION REQUIREMENTS:

- Demonstrate an understanding of the Bike Park Operating Manual and rules and regulations for the bike park
- Demonstrate courtesy and tact when dealing with the public
- Complete assigned tasks in an organized and timely manner
- Arrive and leave work on time, as scheduled
- Communicate effectively both orally and in writing with Parks & Recreation Manager, bike park staff, and required maintenance vendors
- Flexibility for scheduling, including ability to work nights, weekends or holidays.

EDUCATION/EXPERIENCE:

- A high school diploma or GED is required.
- At least one year of job experience in a related field, preferably with management experience.
- BMX experience is preferred.
- The applicant must possess a valid driver's license.

APPLICATION PROCESS: For more information, contact Treena Dockery at 281-873-6433 or tdockery@northhouston.org. To submit a resume, please mail to Treena Dockery, North Houston District, 16945 Northchase Dr., Ste. 1900, Houston, TX, 77060 or fax to 281-874-2151 or e-mail to tdockery@northhouston.org.

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16945 Northchase Drive, Suite 1900 ☒ Houston, TX 77060 ☒ northhouston.org