



Duty Statement

DIVISION		CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
DESERT		Park Aide (Seasonal)	549-945-0986-901
DISTRICT/HQ SECTION		WORKING TITLE	CBID
COLORADO DESERT DISTRICT		Park Aide	E
SECTOR/HQ UNIT		REPORTING LOCATION	INCUMBENT
Palomar Mountain State Park		Palomar Mountain State Park	
STATE HOUSING (Check if applicable)			IMMEDIATE SUPERVISOR
<input checked="" type="checkbox"/> State Housing may be required.			State Park Peace Officer Supervisor
POSITION DESCRIPTION			
<p>POSITION SUMMARY -Under the general direction of the State Park Peace Officer (Ranger) Supervisor, the Park Aide (PA) is responsible for performing routine public contact work in State Park facilities and grounds and assisting with educational programs and light housekeeping and maintenance of facilities and grounds, cleaning and maintaining equipment and tools, and repairing and servicing light vehicles. The PA also answers questions on rules, regulations and facilities for the public and other related work. State park housing is a requirement for this position.</p> <p>ESSENTIAL FUNCTIONS- This position is a seasonal, unskilled position involved with the Visitor Service functions within the State Park System. This position is to maintain the daily operation of the visitor center/kiosk, park or facility entrance, collect fees, assist with educational programs and provide information to park visitors. The Park Aide must be able to communicate effectively with co-workers and visitors, perform arithmetic and prepare both written and computer-generated documents, proofread park aide work and establish standards, perform both vehicle and foot patrols in and around campground and trails, work nights and weekends, perform housekeeping duties such as cleaning bathrooms, vacuuming, sweeping and dusting and lift at least 25 lbs.</p>			
<p>ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.</p>			
ESSENTIAL FUNCTIONS:			
%	TASK/DUTIES		
55%	Maintains the daily operation of the visitor center/kiosk, opens and closes visitor center/kiosk. Keeps the area and surrounding area clean and clear of debris and litter. Collects fees, makes correct change, completes end of day cash register accounting, prepares bank drops, deposit bags and raise and lowers flags daily. Register campers, keeps track of reservations daily, maintains accurate and up to date records of campground occupancy, sell DPR passes, firewood and park maps. Operate a vehicle to perform daily camp checks.		
30%	Answers questions on rules, regulations and facilities for the public, gives directions to the public, dispense band aides. Promotes a positive relationship with park volunteers and the public. Reports all problems to appropriate staff.		
10%	Performs litter pickup, light maintenance, resource protection and housekeeping duties.		
MARGINAL FUNCTIONS:			
%	TASK/DUTIES		
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs		
TYPICAL WORKING CONDITIONS			
TELEWORK DESIGNATION:			



Duty Statement

This position is designated as not telework eligible.

SPECIAL REQUIREMENTS:

Possession of a valid class "C" Driver's License is required.

The following list of essential functions must be performed at a level that demonstrates the ability to successfully perform the duties listed above:

Read, Squat, Comprehend, Bend, Carry, Lift, Stoop, Effective Communication, Stand, Sit, Grip, Drag, Push/Pull, Basic Knowledge and understanding, Effective Communication, Work in outdoor environment, Simple Arithmetic

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

SUPERVISOR STATEMENT:

I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

SUPERVISOR NAME (PRINT OR TYPE)

SUPERVISOR SIGNATURE

DATE

EMPLOYEE STATEMENT:

I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (PRINT OR TYPE)

EMPLOYEE SIGNATURE

DATE