



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Senior Park Aide (Seasonal)	549-260-1035-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Gold Fields	Senior Park Aide	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Prairie City Sector	Prairie City State Vehicle Recreation Area	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required <input checked="" type="checkbox"/> Housing is not available		Senior Park & Recreation Specialist
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
<input type="checkbox"/> Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
<p>This position will work under the supervision of the Senior Park and Recreation Specialist (Park Manager) and under the daily direction of the State Park Interpreter I at Prairie City State Vehicular Recreation Area. The Senior Park Aide will primarily serve to support the lead in management of the Prairie City Environmental Training Center (ETC) and monitoring of its off-highway vehicle (OHV) fleet. In addition, the position will make public contact through assistance with interpretive programming and provide support to Maintenance staff inside and outside the ETC. Duties include maintaining mechanic area, reporting mechanical issues, riding and cleaning of OHV fleet, assisting with outreach and education events, submitting reports, training facility organization and preparation, landscape maintenance and light housekeeping. The Senior Park Aide will be expected to work weekends, holidays and evenings as needed. Primary work schedule consists of alternating work weeks of three days (Thu, Fri, Sat) and then four days on (Thu, Fri, Sat, Sun) but may fluctuate, based upon park needs. Senior Park Aide will perform duties dressed in approved State Park uniform.</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.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
35%	MAINTENANCE: The Senior Park Aide will effectively maintain the organization and cleanliness of the ETCs small engine fleet and mechanic area in collaboration with Maintenance staff and Interpretation staff. Will maintain organization and functionality of OHV training equipment and supplies along with safety equipment; cleaning and replacing safety gear as needed. Will complete and submit monthly vehicle use report (VUR) and maintain the fleet's performance. Will assist interpretive staff with training requests through preparation of OHV fleet, training equipment, closed ranges, biome trail course, classroom and ramadas. Will assist with duties outside of the building including general cleanup and vegetation management.	
30%	PUBLIC CONTACT/INTERPRETATION: The Senior Park Aide will perform routine public contact work which includes but is not limited to: answering questions from the public; explaining rules and regulations; answering and routing calls appropriately, creating and posting social media content along with monitoring of public feedback and comments. The Senior Park Aide may serve as range aide during OHV trainings and may assist with interpretive tours, guided walks, field interpretive programs or conduct	

	roving interpretation in high use areas. This work will include helping organize, set-up, deliver and clean-up interpretive programs, booths or roving interpretation at park unit special events. Duties may also include assisting with community outreach through staffing booths at fairs, outdoor shows, special events at other park units and other off-site community events.
20%	ADMINISTRATION/CLERICAL: The Senior Park Aide will assist in maintaining the ETC facility schedule as needed. Responsible for keeping track of contacts and use of the Environmental Training Center. Complete timesheets, correspond with park staff and outside contacts through State email system, conduct inventory of supplies and other record keeping and assist with other clerical and administrative duties as needed. Will maintain good working relations with park staff from all program areas, attend meetings as required.
10%	SUPPORT OF OTHER PROGRAM AREAS: The Senior Park Aide may occasionally provide support and assistance to other park unit program areas as needed, including assisting with Natural Resource program projects or Facility Maintenance projects. The Senior Park Aide will assist with duties both inside and outside of the building including, but not limited to: wiping down tables; vacuuming classroom and office; sweeping/dusting hallway and equipment room; general landscape cleanup; vegetation management.
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	
Indoor and outdoor environment Daily and frequent use of personal computer and a variety of office software applications at a workstation or other office machine use. Operate OHVs including ATVs, ROVs and motorcycles Sit in a normal seated position for extended periods of time. Move about, stand, reach, stoop or bend. Work environment may have moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, unpleasant odors, and/or loud noises. May involve some exposure to aggressive visitors. Hear, see, read, write and speak in a clear and concise manner. Lift boxes up to 20 lbs. and load vehicles. Work involves multiple tasks and deadlines. Performing basic mathematical computations associated with assigned duties.	
TELEWORK DESIGNATION	
This position is designated as: (Check one)	
<input type="checkbox"/> Telemwork Eligible – Office Centered <input type="checkbox"/> Telemwork Eligible – Remote Centered <input checked="" type="checkbox"/> Not Telemwork Eligible	
SPECIAL REQUIREMENTS:	
Possession of a valid class C driver's license is required.	

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