



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Desert Field Division	Park Aide (Seasonal)	549-953-0986-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Inland Empire	Seasonal Park Aide	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Silverwood Sector	Silverwood Lake State 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		State Park Peace Officer Supervisor (Ranger)
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>The reporting location for this position is Silverwood Lake State Recreation Area (SRA), 14651 Cedar Circle, Hesperia, CA, 92345. The Seasonal Park Aide shall work under the supervision of a State Park Peace Officer Supervisor (Ranger) and may be given direction from the State Park Peace Officer (Ranger) and Senior Park Aide. The Park Aide is responsible for fee collection, quagga mussel/invasive species prevention and inspection, providing park visitors information, informing park visitors of park and boating rules, money accountability, revenue reporting, attendance documentation, traffic control, answering phones, performing housekeeping and light cleaning, and assisting park visitors and staff with any emergency as needed. The Seasonal Park Aide will perform all duties dressed in an appropriate 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	
50% Entrance Station Operation	Raises and lowers the flags. Operate the entrance station at Silverwood Lake SRA. Collect all entrance, camping, and other fees and accurately reports, deposits, and documents daily fee collection on accountability paperwork. Sells wood or other merchandise for cooperating association as directed. Sells passes. Maintain cooperative relationships with the public, volunteers and co-workers. Assist with traffic control. Make park information packets. Restock entrance station supplies and handouts. Handle minor visitor complaints in a professional manner. Report problems to appropriate staff. Assist in emergencies as needed and directed. Accurately communicate park information and regulations to the public, both in person and over the phone. Treat all visitors and employees in a courteous and respectful manner at all times. Receive reports of crimes and emergencies from the public and relay the information to the appropriate personnel, such as a ranger. Relay emergency messages to the public.	
20% Quagga Mussel/Invasive Species Prevention Program	Educates boaters on invasive species prevention and the Clean, Drained, and Dry program requirements. Collects boat/boater information for tracking purposes and enters information into the Q.I.D. or W.I.D. database program. Conducts Golden Mussel Exit Inspections for all vessels leaving Silverwood Lake SRA to prevent the spread of invasive species. Inspects boats, trailers, and equipment for mussels, standing water, and debris; ensures drain plugs are removed and compartments drained; documents	

	inspections; and reports suspected findings or non-compliance. Maintains professional customer service and adheres to safety and environmental protection standards.	
15% Administration	Keep accurate records for money accountability, revenue reporting, and attendance documents. Complete end of day cash register accounting, prepare accountability worksheet DPR 156, and prepare bank deposit. Maintains inventories and contacts appropriate staff of need to reorder in a timely manner. Complete other administrative tasks and reports as required.	
10% Housekeeping	Keep entrance station, quagga building and any other common areas neat and clean at all times. Assure that counters, windows, floors, curbs, areas outside the station and bulletin boards are kept clean, neat, and in an orderly fashion. Properly empty refuse containers. Pick up litter and trash. Assist in other housekeeping, light groundskeeping, or other park clean-up assignments.	
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. Assist with special events, park events, or interpretive programming.	
TYPICAL WORKING CONDITIONS		
The Seasonal Park Aide duty locations are the front entrance kiosk, traffic control stations, Nature Center, Quagga Building and any other area in or about Silverwood Lake SRA as assigned by the lead person or supervisor. The Park Aide may work under adverse weather not limited to extreme heat/cold, wind, rain, lightning, and dynamic weather conditions. The Park Aide must be willing to work within crowded conditions during hours/days of high park visitation. May be required to work weekends and holidays.		
TELEWORK DESIGNATION		
This position is designated as: (Check one)		
<input type="checkbox"/> Telework Eligible – Office Centered <input type="checkbox"/> Telework Eligible – Remote Centered <input checked="" type="checkbox"/> Not Telework Eligible		
SPECIAL REQUIREMENTS:		
Possession of a class C California driver's license is required. Must pass criminal background check. Incumbent must maintain his or her uniform and adhere to the uniform grooming standards.		
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