



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central	Park Aide (Seasonal)	549-750-0986-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Central Valley	Park Aide	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Rivers Sector	Dos Rios	
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
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 Park Aide works under the supervision of the State Park Peace Officer Supervisor and may be assigned to take direction from the lead State Park Peace Officer and/or Senior Park Aide. The work reporting location is Dos Rios (a proposed State Park) in Modesto, CA and may support the other parks in the sector: Caswell Memorial SP, George J. Hatfield SRA, McConnell SRA, Great Valley Grasslands SP.</p> <p>This position is responsible for the day-to-day visitor services operations including campground and day use operation, resource management, interpretation, or welcome centers. Under the general direction and supervision of the State Park Peace Officer Supervisor, the Park Aide is responsible for performing routine public contact work in State Park facilities and grounds and assisting with educational programs. The Park Aide also answers questions on rules, regulations, and facilities for the public and other related work.</p> <p>The Park Aide must be able to communicate effectively with co-workers and visitors, perform arithmetic, and prepare both written and computer-generated documents, perform both vehicle and foot patrols in and around campgrounds and trails, work nights and weekends, perform housekeeping duties such as vacuuming, sweeping and dusting and lift at least 25 pounds.</p> <p>A valid California Driver's License is required. The purchase of a uniform is required. 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>		
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%	<p>OPERATIONS: Maintain the daily operation of the welcome center or kiosk, opens and closes welcome center or kiosk. Keeps the area and surrounding area clean, and clear of debris and litter. Operate vehicles, gators, and small equipment. Collects fees, makes correct change, completes end of the day cash register accounting, prepares bank deposit, deposits bags, and raise/lower the flags daily. Register campers, keeps track of reservations daily, maintains accurate and up the date records of campground occupancy, sell department passes, firewood and park maps.</p>	

35%	PUBLIC RELATIONS: Answers questions on rules, regulations, and facilities for the public, gives directions and hands out maps and brochures. Promotes positive work relationships with park volunteers, and the public. Operate two-way radio, and other communication devices. Correct and/or report all hazardous or safety related conditions in a timely manner to the appropriate staff.
20%	INTERPRETATION: Assist in the preparation of and present interpretative information regarding the cultural and natural history of the area and the philosophy and workings of the California State Park System. Assist the interpretive program by presenting formal interpretive programs which may include: park tours, patio talks, campfire and other programs as needed to the general public, school groups, and organizations. Present informal interpretive information in the field as requested.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	HOUSEKEEPING: Maintain a safe working environment which will include minor maintenance and cleaning of the facilities. Perform housekeeping duties such as vacuuming, sweeping, and dusting and lift at least 25 pounds. All duties shall be performed in a safe manner in compliance with Department policies and the District Injury and Illness Prevention Program (IIPP).
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	
Working conditions can cause exposure to sun, wind, rain, and varied temperatures. Standing for extended periods of time in outdoor conditions. Probable moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, unpleasant odors, and/or loud noises. Perform work in a busy environment or under pressure of time constraints. May involve exposure to aggressive visitors. Assigned work location may be remote and away from developed park facilities.	
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 valid class C driver's license is required. Ability to: Communicate at a level required for successful job performance; follow directions; compute fees, make change, and balance cash, learn work procedures and park rules and regulations quickly; perform varied manual tasks.	

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