



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Field	Senior Park Aide (Seasonal)	549-681-1035-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Diablo Range District	Senior Park Aide	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Altamont Sector	Carnegie State Vehicular 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-Ranger (Supervisory)
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 visitor service Senior Park Aide (SPA) is supervised by the Supervising State Park Peace Officer but takes daily direction from the State Park Peace Officer (Ranger) assigned as the Park Aide Leadsperson. If the Lead Ranger is not working, the SPA will report to a Ranger on duty. Primary duties include Park Aide Lead and administrative duties as the R2S2 lead for all staff. SPA will be the direct contact for R2S2 system implementation and transition at the kiosk. SPA will maintain accountability worksheets, attendance records and all reports generated by R2S2. SPA will help with Park Aide scheduling, training new Park Aide staff, and providing direction and assistance to Park Aide staff pertaining to R2S2. The SPA will also operate the entrance station, collect day use and camping fees, greet visitors, and provide information about park conditions, closures, trails, and rules and regulations pertaining to the Off-Highway Vehicle (OHV) program. They will also be responsible for additional kiosk, administration, minor equipment maintenance, and housekeeping duties as needed. The reporting location is Carnegie Entrance Station 18600 Corral Hollow Road Tracy, CA 95376. The SPA position works weekends, holidays and evenings as scheduled. The Senior Park Aide will perform the duties dressed in full State Park uniform.</p> <p>Employees who work to support State Vehicle Recreation Areas (SVRAs) utilize the OHV Trust Fund and are responsible for appropriate use of the fund and to help ensure program transparency, accountability and compliance (TAC) goals are met.</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	
40%	Park Aide Lead/Administration Lead for R2S2 system. Learn all aspects of the R2S2 system to ensure a smooth transition from the traditional cash register system. Ensure that all records pertaining to revenue collection and accountable documents are maintained in a timely manner and in accordance with the Departmental and District policy with R2S2. Complete daily accountability worksheets, bank deposits and attendance records. Maintain a current monthly park aide schedule. Support other Park Aides that might need direction or assistance. Provide training to all new and incoming Park Aide staff. Mail and fax information when requested. Assist the Carnegie Ranger staff with paperwork, when assigned.	
20%	Customer Service	

	Operate the entrance station, providing information in an expedient, professional and competent manner about recreational opportunities, calendar of events, park conditions, closures, and general area information. Be familiar with off-road recreation providers and the Off-Highway Vehicle (OHV) program. Make sure that visitors understand the trails and are aware of rules and regulations pertaining to OHV. Provide information regarding the Red Sticker season as well as the Nonresident program. Greet visitors, collect use-fees, assist with recoveries and aid in medicals solely under the direction of a Ranger.
20%	Kiosk Operations Collects fees for day use, camping, annual passes, non-resident passes, following proper accounting and department procedures. The Park Aide will approve or prepare daily collection reports (DPR form 156), visitor attendance statistics, and bank deposits. Responsible for the accurate operations of cash register, credit card machine and accountability of collections. The Park Aide will be responsible to monitor levels of day use tickets, annual passes, maps, and miscellaneous supplies in stock. Completion of all required documents in an accurate and legible manner.
5%	Equipment/Special Projects Maintain and clean all vehicles on a weekly basis, including, but not limited to trucks, ranger vehicles, ATVs, bikes, ROVs, 6x6, trailers, etc. Assist with bike/ATV recoveries, when necessary. Receive training on operating park vehicles, bikes, ROV, 6x6, ATV, trailer and rescue trailer. Receive sound test training. Special projects include, but not limited to fire suppression and motorcycle maintenance.
5%	Education/Interpretation Help staff with various interpretive programs and events. Assist in the staffing of information booths locally and at various other community events. Assist with community outreach events and interpretive programs. Assist other disciplines with duties, when necessary.
5%	Housekeeping Ensure that the appearance of the kiosk and office reflects a professional and organized operation. Buildings and vehicles shall be maintained in a clean manner. Assist other disciplines with duties, when necessary.
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	
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.	

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