



## DUTY STATEMENT

<b>DIVISION</b>	<b>CLASSIFICATION</b>	<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b>
Desert Field	Park Aide (Seasonal)	549-952-0986-901
<b>DISTRICT/HQ SECTION</b>	<b>WORKING TITLE</b>	<b>CBID</b>
Inland Empire	Park Aide (Seasonal)	E
<b>SECTOR/HQ UNIT</b>	<b>REPORTING LOCATION</b>	<b>INCUMBENT</b>
Perris Sector	Lake Perris State Recreation Area	
<b>STATE HOUSING: (Check one)</b>		<b>IMMEDIATE SUPERVISOR</b>
<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
<b>SENSITIVE POSITION DESIGNATION: (Check if applicable)</b>		
<input type="checkbox"/> Sensitive Position as designated by the Department per <a href="#">California Code of Regulation (CCR) 599.961</a>		
<b>POSITION DESCRIPTION</b>		
<p>The Park Aide will work under the general supervision of the State Park Peace Officer Supervisor, and under the direct guidance of the Senior Park Aide and State Park Peace Officer. The primary responsibility of the Park Aide is the operation of the Quagga mussel and Golden mussel inspection/education programs, fee collection, and customer service responsibilities. The Park Aide advises all vessels entering Lake Perris about the importance of a vessel inspection and education program and answers any questions the visitors may have. The Park Aide may also assist in campground registration, provide visitors with information, fee collection, accountability, attendance documentation, traffic control, reservation registration, answering telephones, operating 2-way radios and housekeeping chores. This position will assist in all fiscal matters pertaining to revenue generated at Lake Perris SRA entrances and campground kiosks. The Park Aide will perform these duties dressed in full State Park uniform and follow the required grooming standards of the department. This position may be required to travel throughout the district for operational support and may be required to assist the Sector office to maintain operational continuity. The reporting location of this position is Lake Perris State Recreation Area (SRA), 17801 Lake Perris Drive, Perris, CA92571.</p>		
<b>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.</b>		
<b>ESSENTIAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>40% Operations</b>	Operate the Lake Perris SRA Quagga and Golden mussel inspection stations located at both entrances to the park. Advises all visitors with vessels that require an inspection about the Quagga and Golden mussel program. Interviews visitors on prior visit locations, and documents answers on Declaration Use form. Conducts a physical vessel inspection to all vessels entering the park including personal watercraft, kayaks and sailboats and other vessels/items to ensure items are clean, drained, and dry.	
<b>35% Administration</b>	Documents inspection findings on a Vessel Inspection form. Hand out important Quagga and Golden mussel information to all vessels. Responsible for organizing all inspection sheets at the end of shift and input information into electronic devices/computers. Assists in the entrance kiosks and campground kiosks. Collects all entrance fees and distribute information to park visitors. Keeps accurate count of all information required for attendance documents. Register campers properly and assigns campsites. Verifies and accounts for all day use, day/boat, and boat reservations that enter Lake Perris SRA.	
<b>10% Housekeeping</b>	Keeps assigned area neat and clean at all times. Assures the counters, bulletin boards, and work area are kept in a neat and orderly fashion and that refuse containers are not allowed to overflow, nor are contents allowed to decompose between pick-ups and	

	disposal. Corrects and reports all hazardous or safety related conditions in a timely manner. Keeps State Park vehicles safe, clean, and in good running condition.	
<b>10% Patrol and Protection</b>	Assists in boat/visitor turn-around, and acts as a traffic controller when Lake Perris is at park closure or parking lots have filled to their capacity. Helps, when required, during first aid situations. Receives reports of crimes or emergencies from the public and relays information to the appropriate safety personnel (e.g. Rangers, Lifeguards, Supervisors, Dispatch, etc.).	
<b>MARGINAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>5%</b>	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
<b>TYPICAL WORKING CONDITIONS</b>		
Work involves moderate exposure to unusual elements such as extreme temperatures (over 100 degrees in the summertime and near freezing in the winter months), dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Outdoor work is common. Typical work activities involve frequent and prolonged periods of standing, walking, bending, and stooping.		
<b>TELEWORK DESIGNATION</b>		
<b>This position is designated as: (Check one)</b>		
<input type="checkbox"/> Telework Eligible – Office Centered <input type="checkbox"/> Telework Eligible – Remote Centered <input checked="" type="checkbox"/> Not Telework Eligible		
<b>SPECIAL REQUIREMENTS:</b>		
A valid California 'C' Driver's license is not required but preferred. Must be able to pass a criminal background check. Must be able to read and write, wear a prescribed uniform, maintain appropriate grooming standards, demonstrate the ability to follow directions and work alone, learn work procedures and park rules and regulations, demonstrate training objectives, perform manual tasks, walk on rough and uneven terrain, and meet the public politely and successfully. Due to heavy visitor attendance and revenue collection, the Park Aide is required to work on weekends, holidays, and evenings and may be required to remain after their shift during emergency situations. During peak season, this position may be required to work longer than 8 hours per day when requested by a supervisor.		
<b>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.</b>		
<b>SUPERVISOR STATEMENT:</b>		
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.		
<b>SUPERVISOR NAME (PRINT OR TYPE)</b>	<b>SUPERVISOR SIGNATURE</b>	<b>DATE</b>
<b>EMPLOYEE STATEMENT:</b>		
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.		
<b>EMPLOYEE NAME (PRINT OR TYPE)</b>	<b>EMPLOYEE SIGNATURE</b>	<b>DATE</b>