



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 District	Park Aide	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Rivers Sector	Caswell Memorial State Park	
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 Caswell Memorial State Park in Ripon, CA and may also be assigned to work at Dos Rios (a proposed state park). The Park Aide may also occasionally be assigned to work in other park units in the sector.</p> <p>The Park Aide will be responsible for assisting with the operation of the visitor programs at Caswell Memorial SP. The Park Aide performs front line park operation work including opening/closing the park facilities, operating the park kiosk, answering questions, providing information to the public, assisting interpretive staff with educational and interpretive programs, keeping facilities clean and orderly, and completing assigned projects. 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>The purchase and wearing of a State Park uniform will be required. State Park grooming standards must be met. Driving a State vehicle in accomplishing the following tasks may be required. No housing will be provided.</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	
45%	OPERATIONS Maintain the daily operation of the kiosk, opens and closes kiosk. Keeps the area and surrounding area clean, and clear of debris and litter. Operate vehicles, gators, and small equipment. Collect fees, make correct change, complete end of the day cash register accounting, prepare bank deposit, deposit bags, and raise/lower the flags daily. Register campers, keep track of reservations daily, maintain accurate and up the date records of campground occupancy, sell department passes, firewood and park maps.	
30%	ADMINISTRATION AND SAFETY	

	Maintains cooperative relationships with public, volunteers, co-workers, other agencies, etc. Carries out assignments and maintains clean work areas in accordance with established safe job practices. Perform routine cleaning, repairs, stores, and maintains in good condition all tools and equipment. Drive State of California vehicles in a safe and legal manner, completes vehicle logs and monthly and daily inspections, and maintains and cleans State vehicles. Report any problem posing a hazard to customers or employees to appropriate supervisor. Report all injuries, even minor ones, to on-duty supervisors as soon as possible. Assist DPR staff with the daily light cleaning of office. Assist with the cleaning of the windows, glass doors and displays; remove trash, vacuum, and other housekeeping duties as necessary to keep the facility looking clean.
20%	INTERPRETATION Assist in the preparation of and present interpretative information regarding the 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, Junior Ranger programs, campfire and other programs as needed to the general public, school groups, and organizations. Keep printed interpretive information up-to-date and present informal interpretive information in the field as appropriate.
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	
Outdoor environment: heat, cold, wind, dust, water. Some office setting, computer work, prolonged sitting. This position works outdoors under adverse conditions, hikes over uneven and steep-sloped terrain and to remote locations, and lifts and carries heavy loads. The position works weekends and holidays, irregular shifts, and work and/or camp in remote work locations based on program or project needs.	
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