



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern Field Division	Park Aide (Seasonal)	549 – 647 – 0986 – 901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Northern Buttes District	Park Aide	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
District Office	William B Ide Adobe State Historic 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 Interpreter III
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 William B Ide Adobe State Historic Park located at 21659 Adobe Road, Red Bluff, CA 96080. This position will work under the supervision of the State Park Interpreter III, and under the direction of the State Park Interpreter I. The normal work hours are 8-hour shifts occurring between the hours of 8:00 am to 5:00 pm, up to five days per week including weekends, holidays and during special events; the assigned days off may vary from month to month. This is a seasonal position, not to exceed 1500 hours or 189 days in a 12-month period. This position is required to wear a uniform.</p> <p>The Park Aide will assist in the set-up, presentation and clean-up of interpretive programs, presenting tours of the homestead to the public, collect fees, perform various housekeeping and grounds-keeping activities, provide record keeping and work on special projects as assigned. This position will also assist with the coordination of education programs for K-12 students, volunteer training and presentation at special events.</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%	Interpretation Present Park tours, at school and on-site education programs, and virtual education programs for all age levels. Assisting with organizing and participating in special events at the unit. Present volunteer training. Coordination of education programs. Preparation of monthly interpretive reports. Providing social media content. Assist with exhibit creation and fabrication. Maintain a positive working environment with park staff, volunteers, visitors, and the cooperating association.	
30%	Visitor Services Opens, operates and closes the facility in accordance with set operating hours. Performs Park checks and reports any maintenance or public safety needs. Greets the public, provides visitor information, and answers phone inquiries. Sells Park passes, tour passes, collects fees, makes correct change, completes end of the day cash register accounting, prepares bank deposit, deposits bags, and raise/lower the flags daily. Provides accurate information and directions to the public. Promotes and assists with park special events, explains and relays park rules / regulations to the public. Maintains an effective professional dialogue and exchange with the visiting public, sector, and district staff. Treat all visitors and employees in a courteous, respectful manner at all times. Maintains positive relationships with other staff, volunteers, park visitors, and with members of the cooperating association.	

15%	Cash Handling and Accountability Accurately accounts for all fees collected, at end of shift, prepares the accountability report and deposit of park fees, transmits accountability information via park's accountability program, including computer, accounts for supplies and equipment used in the entrance station operation, reorders supplies as needed. Accounting Reconcile and process all park revenue. Assist in bank deposits and prepare report of collections for headquarters.
10%	Housekeeping and Maintenance Performs the interior and exterior housekeeping of the entrance station, visitor center and adjacent landscaped areas, cleaning as necessary. Keeps the area and surrounding area clean, and clear of debris and litter. Operate vehicles, gators, and small equipment if applicable. Other housekeeping duties include litter pickup, sweeping, mopping, emptying trash cans, cleaning of sinks, windows, walls and counters, basic cleaning of office equipment, watering of flowers shrubs and grass. Washes and details park vehicles as requested.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	Safety Attends and participates in operations meetings. Wears appropriate personal protective equipment and safety equipment, as required. Carries out assignments and maintains work areas in accordance with established safe job practices. Isolates and/or immediately contacts a supervisor to correct any problem posing a hazard to visitors or employees. Attends and participates in specific on-the-job training and training courses required for the job.
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	
<p>Visitor Center and outdoor work is common. The incumbent's work will involve moderate exposure to a full range of environmental conditions, varying terrain, unusual elements and inclement weather. This includes extreme temperatures; cold, windy, wet and muddy conditions; hot, dry, muggy or unpleasant conditions; exposure to dirt, dust, fumes, smoke, unpleasant odors and loud noises. This will require the incumbent to work in old/abandoned structures; along lakes, creek banks, wetlands, rocks, brush and in remote locations.</p> <p>Typical work activities involve frequent and prolonged periods of standing and walking. Considerable physical activity is common and a primary part of the job. The position occasionally requires heavy physical work at times; heavy lifting, pushing or pulling of objects up to 60 pounds. May entail muscular strain, including walking, standing, stooping, sitting, kneeling, squatting, bending, twisting, lifting, carrying and reaching on uneven and slippery surfaces. The incumbent must have the ability to climb stairs/inclines, walk or traverse even and uneven terrain for extended or prolonged periods of time, and walk on variable surfaces.</p> <p>The work environment involves some exposure to hazards or physical risks, which require following basic safety precautions, listening effectively, following instructions and the ability to perceive hazards to the public, structures and exhibits to ensure safety while complying with Department policy, demonstrating adaptability and effectively communicating.</p>	
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