



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
San Joaquin River Conservancy	Park Aide (Seasonal)	365-104-0986-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
San Joaquin River Conservancy	Park Aide (Seasonal)	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Property Operations and Management	Fresno, CA	
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		Chief Executive Officer
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>Under the supervision of the Chief Executive Officer and with guidance from the Senior Park Aide, the Park Aide will assist with visitor services and property operations and maintenance. This position requires the capability to maintain a good attitude in a demanding and changing environment and develop strong organizational, interpersonal and excellent communication skills.</p> <p>The Park Aide is a temporary employee hired to work during the busy months of the year. The Park Aide may work various shifts; nights, weekends, holidays, and at odd or irregular hours as scheduled and will report to the San Joaquin River Parkway.</p>		
<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.</p>		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
45%	<p>Customer Service</p> <p>Perform routine public contact work, which includes, but is not limited to, answering questions from the public, answering telephone calls, explaining rules and regulations, and explaining property amenities, trails, and area closures. May learn to perform boat muscle inspection. Processes regular and special event reservations. Manages peak use periods without error or delay and refers problems, maintenance needs, special requests, and unanswered questions to the Chief Executive Officer. Provide information to the visiting public about the Conservancy's mission, objectives, policies, and accomplishments, available recreational amenities, facilities, and activities. Inspect all Off-Highway vehicles for proper equipment necessary to operate on public lands. Is courteous, impartial, and articulate when interacting with the public. Report all medical emergencies to appropriate staff.</p>	
30%	<p>Property Management and Operations</p> <p>Perform property maintenance and operations including, but not limited to: opening and closing gates, minor repair of fencing and or gates, minor trail and road repair, sign installation or repair, light landscaping, and weed management. Report issues to local law enforcement and local unhoused authority as necessary to protect visitors, facilities, and/or resources. Inspect secure facilities, buildings, and structures including, but not limited to: fences, gates, and locks as needed.</p>	
10%	<p>Revenue Collection</p>	

	Responsible for advising visitors of applicable fees. Follows all Conservancy policies and procedures. Responsible for keeping track of forms, statistics and filling out necessary paperwork related to the Kiosk operations and visitor attendance.	
10%	Maintenance & Housekeeping Maintain a clean appearance of the kiosk, work area, and restroom; housekeeping includes, but is not limited to: litter pickup, sweeping, mopping, emptying trash cans, cleaning sinks and toilets windows, walls and counters, basic cleaning for office equipment, and watering landscaping at the Park. Perform housekeeping, refuse disposal and litter pickup daily.	
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. Complete, review, and submit reports of hours worked during scheduled periods.	
TYPICAL WORKING CONDITIONS		
The employee required to work outdoors, which may be characterized by difficult accessibility, rough terrain, exposure to vectors and allergens, and hot, cold, or wet conditions. Work may involve some exposure to aggressive visitors and standing for long periods of time (up to 2 hours) to perform the duties associated with the job.		
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 California driver's license and defensive drivers training is required to attend meetings and field activities. Willingness to work at various locations within the San Joaquin River Parkway. Willingness to work on Saturdays, Sundays, and at odd or irregular hours and under adverse weather conditions. Perform varied manual tasks. Interact with the public. Required to wear a Conservancy polo shirt during working hours, which will be in good condition at the start of the workday.		
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