



## DUTY STATEMENT

<b>DIVISION</b>	<b>CLASSIFICATION</b>	<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b>
Central Field	Park Aide (Seasonal)	549-662-0986-901
<b>DISTRICT/HQ SECTION</b>	<b>WORKING TITLE</b>	<b>CBID</b>
Diablo Range District	Park Aide (Seasonal)	E
<b>SECTOR/HQ UNIT</b>	<b>REPORTING LOCATION</b>	<b>INCUMBENT</b>
Contra-Solano Sector	Mount Diablo State Park	
<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>Under the supervision of the Supervising Ranger or field Rangers, this position is responsible for campground registration, visitor information, fee collection, attendance records, light housekeeping, end of shift accounting paperwork, inventories of supplies, radio transmission, and assisting the needs of visitor services. The reporting location for this position is South Gate, Mount Diablo State Park, Danville CA and may also work other locations within the state park including North Gate, Junction, and or Summit Visitor Center. Various shifts are available, weekends and holidays required.</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>	
35%	<b>CONTACT STATION/ HISTORICAL BUILDING OPERATION AND PUBLIC INFORMATION:</b> Operates the entrance station and or historical building, sells park use tickets and passes, computes and collects fees while accurately accounts for those fees. Operates computers, printers, calculators and other office equipment. Provides information and directions to the visiting public, explains park rules and regulations, reports violations or potential problems to the appropriate authority. Assists visitors through effective communication skills and provides the public with excellent customer service. Handles complaints and suggestions from visitors. Prepares the accountability reports and deposit of park fees, account for supplies and equipment used during shift and requests additional supplies when supplies are in need.	
30%	<b>ENTRANCE STATION OPERATION:</b> Keep the entrance station and adjacent areas clean and orderly, maintain current record of registered campers and day users, advise lead staff of complaints or suggestions from visitors, use radio and telephone as needed to notify the appropriate personnel of any law enforcement or emergency situations requiring a ranger to respond.	
10%	<b>FIELD/SPECIAL PROJECTS ASSIGNMENTS:</b> Assists with public information and educational programs which may include, handing out educational materials, brochures, assist visitors sign projects assisting with junior iron ranger programs, and natural resource projects.	
10%	<b>HOUSEKEEPING AND MAINTENANCE:</b>	

	Performs housekeeping and periodic cleanliness checks of entrance station and historical buildings. Cleaning includes litter pickup, sweeping, vacuuming, mopping, and emptying trash cans, cleaning sinks, toilets, windows, walls and counters.	
10%	<b>ADMINISTRATION/SAFETY:</b> Accurately complete all required paperwork, including daily accountability worksheets and timesheets. Notify the Duty Ranger of any needed supplies. Reports violations, requests assistance by telephone or radio, uses portable radio or telephone to communicate with field or dispatch personnel.	
<b>MARGINAL FUNCTIONS:</b>		
%	<b>TASK/DUTIES</b>	
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.	
<b>TYPICAL WORKING CONDITIONS</b>		
Frequent periods of sitting, standing, and lifting objects less than 20 pounds. May have periodic exposure to dirt, dust, fumes, unpleasant odors, extreme heat, extreme cold, and/or loud noises. May work in remote locations. Often work independently while interacting with the public. Extreme heat and cold weather are a condition of working in semi-outdoor conditions		
<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>		
Possession of a valid class C driver's license is required.		
<p>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.</p>		
<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>