



State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Division	Park Aide (Seasonal)	549-914-0986-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Channel Coast District	Visitor Services Park Aide	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Carpinteria Sector	Carpinteria State Beach	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		State Park Peace Officer Supervisor
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
Under the direction of the State Park Peace Officer Supervisor (Ranger) at Carpinteria State Beach, this position performs routine public contact, operates entrance stations, maintains accountable documents, performs interpretive activities, and assists in facility maintenance & housekeeping, and resource management work. This position works at Carpinteria State Beach campgrounds but may also work at other sector units based upon operational needs. Duties include but are not limited to the following.		
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	
40%	Public Contact: Registers campers and/or sells day use tickets, collects fees, assigns campsites, Maintains accountability documents for all money collected. Answers telephones and operates radio communication equipment. Is familiar with park rules and regulations, local emergency services and park resources to provide public assistance and information	
30%	Facility Maintenance and Housekeeping: Maintains visitor services buildings and equipment in a clean and orderly manner. Performs maintenance tasks related to park operations as needed. Accounts for supplies. Participates in litter pick up. Cleans signs when needed.	
15%	Interpretation: Interprets Park rules, regulations, orders and district policies. May become involved in special interpretive programming, (i.e. Junior Rangers, Campfire programs, ...) May operate State Park Visitor Center.	

10%	Resource Management: Assists in landscape and trail maintenance to reduce public safety problems, reduce erosion control, reduce fire hazards and enhance and control access to existing trails. May assist in vegetation and wildlife management. May use power tools under direction. May be required to drive state vehicles for special functions. In times of emergency or urgency, assists in other functions within the District.
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	
Work Environment: Work outdoors in various types of weather or work in unpleasant conditions. Work environment may have moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, unpleasant odors, and/or loud noises. May involve some exposure to aggressive visitors. Work near fast moving traffic. May work inside an office. Physical Abilities: Ability to perform manual labor (e.g. lifting, carrying, loading). Requires repetitive movement of heavy objects. Stand for long periods of time (up to 2 hours) to perform the duties associated with the job. Cognitive Abilities: Read, write and speak in a clear and concise manner. Develop practical solutions to problems to make sound decisions. Performing basic mathematical computations associate with assigned duties. Make sound decisions given available information and situational parameters. Skill to utilize measurements (e.g., tsp, tbsp, quart) to measure, mix and apply various chemical solutions. PERFORMANCE EXPECTATIONS: (i.e., maintain a professional and courteous conduct, complete assigned projects accurately and thoroughly; cooperate with management and peers, etc.) Exhibit professional working manner and ability to deal tactfully and effectively in any environment. Exhibit Ability to work independently without close supervision. Display mature judgment, loyalty, poise, tact and discretion. Establish and maintain cooperative working relationships. Work as a team when necessary to complete the duties of the job in a cohesive and professional manner. Good attendance record, reliable, punctual. Wear seatbelt at all times according to policy. Work products should be consistent with Department and work unit mission, vision, goals and objectives. KNOWLEDGE AND ABILITIES: (as per the class specification) Ability to: Communicates at a level required for successful job performance. Follow directions, compute fees, make change and balance cash. Learn work procedures and park rules and regulations quickly. Perform varied manual tasks. Meet the public graciously. Special Personal Characteristics Willingness to work at various locations within the district.	

Willingness to work on Saturdays, Sundays, and holidays at odd or irregular hours and under adverse weather conditions.
Perform varied manual tasks
Interact with the public
Conform to departmental uniform requirements.

TELEWORK DESIGNATION

This position is designated as: (Check one)

☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible

SPECIAL REQUIREMENTS:

Possession of a valid California Class “C” Driver’s License.

This is a uniformed position that requires designated DPR uniforms.

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