



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Operations	Senior Park Aide (Seasonal)	549-718-1035-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Santa Cruz District/San Mateo Coast	Senior Park Aide - Visitor Services	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
San Mateo Coast Sector/Half Moon Bay State Beach	Half Moon Bay State Beach	
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 (Ranger)
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 Visitor Services Senior Park Aide works under the lead of the Staff Services Analyst and under the supervision of the Northern San Mateo Coast Sector Supervising State Park Peace Officers. The starting location is at 95 Kelly Ave., Half Moon Bay. The main reporting location is Francis Beach in Half Moon Bay. Additional reporting locations are Gray Whale Cove, Montara State Beach, McNee Ranch, Dunes Beach, Venice Beach, Cowell Ranch Beach, and Burleigh Murray SP.</p> <p>This uniformed position is responsible for performing visitor service operations in the San Mateo Coast. This position will help manage Campground and Day Use operations, by working directly with the public, while also providing oversight and assistance to Service Aides who work in the park entrance stations. The Senior Park Aide assists with the maintenance of park resources and the operations of all San Mateo Coast State Parks. All duties shall be performed in a safe manner in compliance with Department policies and the District Injury and Illness Prevention Program (IIPP). This is a uniformed position, and employees shall conform to all uniform and grooming guidelines. The position is limited to up to 1500 hours and may work less. The position requires good communication skills, the ability to work as a team, and the ability to work independently.</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	
20%	Visitor Services - Coordinate with State Park Peace Officers to support Visitor Services with tasks such as assisting in campgrounds and day use operations. Following directions of State Park Peace Officers in the event of emergencies. Be able to assist as needed in non- technical rescues. Report any suspicious activity or complaints to the On Duty Ranger/Lifeguard or Dispatch. Be able to operate the two-way radio system. Explain Park rules and regulations and Fish and Game regulations to the public. Advise the Duty Ranger/Lifeguard of all situations of non-compliance with park rules, policies, and public laws. Drive light vehicles to check on parking in the day use areas and adherence to park rules or retrieve kiosk supplies. Keep staff informed on any developing emergencies or operational issues. Control and direct persons and vehicles in or around the entrance kiosk. Monitor events as needed. Assist with closing operations. Completes other related tasks and duties as assigned.	

20%	Field and Project Work – Assist in all Visitor Services project work including ordering, installing, and maintaining signage, removing graffiti, and repairing vandalism. Checking campgrounds and day use area, trails and other areas for unsafe conditions and repairing or coordinating repairs as needed. Other duties may include pest control, exotic plant control, trail work, rare and endangered species protection, painting, and fencing installation.
20%	Maintenance and Housekeeping - Take pride in the appearance of the State Park Units. Help keep visitor and employee facilities clean, safe, and in good working order. Keep all equipment clean and functioning with proper care and maintenance. Keep track of park unit supplies and order when needed. Housekeeping tasks include litter pick-up, emptying charcoal and wood ashes from barbecues, campfire rings or concrete camp stoves and cleaning the grates or grills, removing trash bags and transferring these bags to dumpsters. Cleaning of public use facilities, such as campgrounds and day-use areas, and keeping related storage areas organized and supplied with cleaning materials and public use items. Perform landscape maintenance, mowing, trimming, and removing debris from lawns, shrubs, trees, and landscaped areas. Assignments may include non-skilled building maintenance and construction activities, road and trail maintenance repair, and all other aspects of park facility maintenance. Participate in special maintenance-related projects and other tasks given by the on-duty State Park Peace Officer and the Park Maintenance Supervisor.
15%	Tool and Equipment Maintenance and Vehicle Operation - Performs routine maintenance and repairs to hand, power, and gasoline powered tools such as sharpening, and checking fuel and oil levels. Operates and performs routine maintenance on a variety of vehicles, possess a valid Class C license and maintain a safe driving record. Vehicle inspections and VUR collection and review.
15%	Administration - Keep accurate daily logs of activities performed throughout the day and enters data. Assist with project tracking. Completes in a timely manner time sheet, and other administrative documents as required. Participates in applicable trainings and internal meetings. Performs routine maintenance of office/workspace. Fills out attendance and visitor impact reports. Submits repair requests. Completes other related tasks and duties as assigned.
5%	Interpretation of Information - Interpret to the public the natural and cultural history of the area as well as understanding the philosophy and workings of California State Parks. Provide recreational information as requested.
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	
Field and office work. Daily and frequent use of power tools, hand tools, and vehicles. Daily use of personal computer and variety of office software applications. Sitting, standing, hiking, and carrying of heavy loads will be required. May involve some exposure to aggressive visitors	
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:	
Must have a valid CA Driver's license.	

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