



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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Park Aide (Seasonal)	549-655-0986-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Bay Area District	Park Aide- Seasonal	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Bay Area District	Mount Tamalpais State Park	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Staff Park and Recreation Specialist
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
This uniformed position works under the supervision of the Staff Park and Recreation Specialist. The reporting location is Mount Tamalpais State Park in Mill Valley, CA, but this position may also work at other parks within the District. This position will handle daily park operations within Mount Tamalpais State Park. This position may be required to work weekends, nights and Holidays, as the need arises.		
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	
30%	CONTACT STATION OPERATION & PUBLIC INFORMATION- Operates the entrance station: sells park use tickets and passes, computes and collects day use, camping fees, accurately processes campsite reservations, assigns campsites and conducts camps checks as needed, operates reservation system computer, calculators and other office equipment, opens and closes the APM machine during their work shift, provides information and directions to the visiting public, explains park rules and regulations, reports violations or potential problems to the appropriate authority, assists visitors by communicating their needs to the appropriate party.	
30%	ACCOUNTABILITY- Accurately accounts for all fees collected. At end of shift, prepares the accountability report, report of collections and bank deposit. Transmits accountability information via computer and FAX. Accounts for supplies and equipment used in the entrance station operation.	
10%	PARK OPERATIONS- Help assist with closing the park at nighttime which includes locking gates, emptying Self Registration "Iron Ranger" stations and clearing people out of the park at closure. Helps assist with other operations necessary for park operations and be involved in staff projects and staff functional duties. Will use and drive a state vehicle to complete tasks as needed.	
5%	HOUSEKEEPING & MAINTENANCE- Performs periodic cleanliness checks of the entrance station, ranger station and unit restroom interiors, exteriors and adjacent landscaped areas, and cleans as necessary. Housekeeping includes but not limited to: litter pickup, sweeping, mopping, emptying trash cans, recycling, cleaning sinks, toilets, windows, walls and counters, basic cleaning of office equipment, installing signs and other light/moderate maintenance work. Washes and details park vehicles as directed.	
5%	SPECIAL EVENTS- Assist Park Staff with Special Events and Film Shoots. Assistance may include setting up AV equipment, monitoring special events, providing information to the visiting	

	public, or other functions required for the special event. Also communicates directly with the Special Event Coordinator to assist with on-site special event needs.	
5%	RADIO USE/EMERGENCY- Responds appropriately to emergencies. Requests assistance by phone or radio. Communicates with field or dispatch personnel; provides radio assistance as directed.	
5%	TRAINING -Park Aide (Seasonal) will help train other seasonal staff and volunteers. Park Aide (Seasonal) will also participate in training as necessary to successfully maintain department standards	
5%	SAFETY- Park Aide- will report hazards, maintenance needs, and safety repairs needed immediately to the Supervisor. Park Aide (Seasonal) will continually monitor to ensure a safe environment for visitors. Conditions that require law enforcement will be reported to dispatch or a Ranger immediately, to request Supervisory direction.	
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		
Typical work activities involve prolonged standing, bending, stooping and lifting, Works inside and outside in varying temperatures, may have extensive exposure to dirt, dust, fumes, unpleasant odors and or loud noises. May work in remote locations as well as a fast-paced environment.		
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 class C driver's license is required. May require heavy physical work including lifting, pushing or pulling equipment and materials weighing up to 40 pounds; frequent walking on even and uneven terrain; works from elevated surfaces such as from ladders and scaffolding; maybe required to work in confined spaces.		
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