



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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Field	Park Aide (Seasonal)	549-662-0986-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Diablo Range District	Park Aide (Seasonal)	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Contra Solano Sector	Benicia State Recreation Area	
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 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 Benicia State Recreation Area, Benicia CA and may also work other locations within the state park including the Benicia State Historic Capitol. Various shifts are available, weekends and holidays required.		
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	
35%	CONTACT STATION / PUBLIC INFORMATION: Operates the entrance station, sells park use tickets and annual passes. Collects revenue (cash and credit/debit) while accurately accounting for those passes and tickets issued. Operates computers, printers, calculators, and other office equipment. Provides information and directions to the visiting public, explains park rules and regulations, and reports violations or potential problems to the appropriate employees. Assist visitors through effective communication skills and provides the public with excellent customer support. Handles complaints and suggestions from park visitors. Prepare daily accountability reports and deposit revenue generated during each shift. Account for supplies and equipment used during each shift, and requests additional supplies when supplies are in need.	
30%	ENTRANCE STATION OPERATION: Keep the entrance station and adjacent areas clean and orderly. Maintain a current record of registered campers, day use tickets sold, and annual passes sold. Inform lead staff of complaints or suggestions from park visitors. Ability to use a two-way radio and/or telephone as needed to notify the appropriate personnel of any law enforcement or emergencies requiring a Ranger to respond.	
10%	FIELD SPECIAL PROJECTS ASSIGNMENTS: Assist with public information and educational programs which may include handing out educational materials and/or brochures and providing small group presentations to the public (interpretive programs and Junior Ranger programs). Assist with various projects on an as-needed basis.	

10%	HOUSEKEEPING AND MAINTENANCE: Performs housekeeping and periodic cleanliness checks of entrance stations and historic buildings. Cleaning includes litter pickup, sweeping, vacuuming, mopping, emptying trash cans, cleaning sinks, toilets, windows, walls and counters.	
10%	ADMINISTRATION/SAFETY: Accurately and promptly complete all required paperwork, including daily accountability worksheets and monthly timesheets. Notifies supervisor or lead employees of any dangerous work situations that need immediate attention to prevent injury to employees, the public, or park property (buildings, vehicles, trails, signs, roads, etc.,.).	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings, complete job-required training, and prepare administrative paperwork to meet operational needs.	
TYPICAL WORKING CONDITIONS		
Frequent periods of sitting, standing, and lifting objects less than 20 lbs. May have periodic exposure to dirt, dust, fumes, unpleasant odors, extreme heat/cold, and/or loud noises. May work in remote locations. Often working independently while interacting with the public. Extreme heat and cold weather are conditions of working in semi-outdoor conditions		
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.		
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