



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field Division	Guide Trainee, Historical Monument	549-742-2791-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
San Luis Obispo Coast District	Guide Trainee, Historical Monument	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Museum Operations	Hilltop Guide Section Office	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Guide II - 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 Guide II Supervisor, the incumbent is responsible for the interpretation and presentation of tours to the public as well as protection of the monument and exhibits. The reporting location is the guide section office at the hilltop. Work schedule varies but may require weekends, holidays, and evenings.		
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	
55%	<u>Interpretation</u> Conduct all guided tours during daytime and evening hours ranging from 60 to 240 minutes in duration at HSSSHM. Provide roving and stationary interpretation to the public on Monument grounds and other areas as needed. Interpretation provided to the public should encompass the historic, artistic, cultural, architectural, and natural aspects of the Monument. Conduct tours for special events and special interest groups on topics related to HSSSHM such as textiles, art, gardens, etc. May be scheduled for additional district interpretive and educational work assignments as needed. May be assigned study and research time for Monument-related interpretive topics during non-peak visitation periods as needed. May be assigned to participate and assist in interpretive training programs for coworkers or other employees.	
35%	<u>Protection of Monument and Exhibits</u> Diplomatically convey rules and regulations to the public for the Monument. Protect and maintain the facility from theft, damage, and vandalism by establishing a positive presence among visitors.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	<u>Facility Housekeeping</u> Perform routine housekeeping tasks as necessary, such as sweeping, mopping, emptying trash, etc.	
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 shifts ranging in length from 4 to 10.5 hours, depending on scheduling and operational need. This position requires working outdoors in any kind of weather. All duties will be performed in compliance with state and district health and safety plans and policies		
TELEWORK DESIGNATION		
This position is designated as: (Check one)		
☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible		
SPECIAL REQUIREMENTS:		
None		
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