



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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Desert Division	Park Aide (Seasonal)	549-954-0986-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Inland Empire District	Seasonal Park Aide	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Mount San Jacinto Sector	Mt. San Jacinto State Park Long Valley Ranger Station	
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		
The reporting location for this position is Mount San Jacinto State Park, Long Valley Ranger Station via the Palm Springs Aerial Tramway at 1 Tram Way Rd, Palm Springs, CA 92262. Under the supervision of the Supervising Ranger and/or Duty Ranger, the Park Aide will perform routine public contact work including assisting visitors with general questions and park information, collecting fees, light housekeeping duties, problem-solving, special requests, explaining rules and regulations, answering the telephone, and checking for daily Wilderness Permits. The Park Aide will also provide information to the visiting public about recreation facilities, activities, and programs. All public contact will be professional, courteous, accurate and articulate. The Park Aide will perform duties in a California State Parks uniform, which will be purchased by the Park Aide and will be in good condition at the start of every workday. The Park Aide will adhere to the Departments grooming standards.		
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% Visitor Services	The Park Aide will perform routine public contact work which includes but is not limited to: answering questions from the public, referring problems, special requests, and unanswered questions to the Duty Ranger, explaining rules and regulations, answering telephones, making daily Wilderness Permit checks on hikers and campers encountered on the trails and in the campgrounds, managing peak use periods without error or delay, and other duties assigned by the Supervising Ranger or Duty Ranger. All public contact will be courteous, impartial, and articulate. Information given to the public will be accurate and represent operating procedures.	
35% Maintenance and Housekeeping	The Park Aide will maintain a clean appearance of the Long Valley Ranger Station and adjoining public restrooms. Housekeeping, refuse disposal, and litter pickup are conducted on schedule and as needed. Wilderness pit toilets will be maintained in a clean, structurally sound, and stocked condition. Trail maintenance and repair will be done on a continual basis, using appropriate hand tools. All wilderness trail signs will routinely be inspected, cleaned, tightened, painted, and maintained in a good condition. All visitors use areas, campgrounds, and trails that are patrolled will also be kept free of litter. The state tractor and gator will be maintained in a clean condition and appropriately fueled as needed.	

10% Interpretation	The Park Aide will prepare for, and present campfire programs, programs for school groups, and other groups who frequent the wilderness. The Park Aide will assist guest speakers when they are presenting programs.	
10% Administration	The Park Aide is responsible for accurately and promptly complete all required paperwork, including daily accountability of visitors, medicals and rescues on the mountain. Must be proficient with the use of a computer and cash register.	
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 involves moderate exposure to unusual elements such as extreme temperatures (over 100 degrees in the summertime and freezing in winter months), dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. A work environment involves some exposure to hazards or physical risks, which require the following basic safety precautions. Outdoor work is common. Typical work activities involve frequent and prolonged periods of standing, walking, bending, and stooping. Must occasionally push/pull/lift up to 50 pounds. Park Aides will not participate in technical search and rescues requiring specialized training and experience.		
TELEWORK DESIGNATION		
This position is designated as: (Check one)		
☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible		
SPECIAL REQUIREMENTS:		
Park Aides must possess the ability to read and write, wear a prescribed uniform, maintain appropriate grooming standards, demonstrate the ability to follow directions and work alone, compute fees, make change and balance cash, learn work procedures and park rules and regulations, demonstrate training objectives, perform manual tasks, walk on rough and uneven terrain, and meet the public politely and successfully. The Park Aide may be summoned to assist Park Rangers during emergency situations to protect the public, such as during evacuations or when visitors are lost or injured. The Park Aide must be able to identify and report hazardous situations, disruptions, and disturbances to Park Rangers. The Park Aide is expected to work on weekends, holidays, and evenings and may be required to remain after their shift during emergency situations. Assigned days off are during mid-week and may vary from month to month.		
This position requires a valid California Class C 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