Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field Division	Guide I, Historical Monument (PI)	549-742-2794-902
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
San Luis Obispo Coast	Guide I, Historical Monument	R01
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
Museum	Guide Office - Hilltop	
STATE HOUSING (Check if applicable)		**IMMEDIATE SUPERVISOR**
☐ State Housing may be required.		Guide II Supervisor

POSITION DESCRIPTION

Under the direction of the Guide II Supervisor, this position is responsible for the interpretation and presentation of tours to the public, and the protection of the Monument and its collections. The reporting location for this position is the Guide Office on the hilltop at Hearst Castle, San Simeon, CA. 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
45%	**Interpretation** Employee is available and prepared to conduct all tours during daytime and evening hours from 60 to 240 minutes in duration. Tours encompass the historic, artistic, cultural, architectural, and horticultural information regarding an estate situated on 127 acres of grounds. Employee may conduct tours for special events and special interest groups on topics such as textiles, art, gardens, etc. Employee may be scheduled for additional District interpretive and educational work assignments.
30%	**Protection of Monument and Exhibits** Employee diplomatically conveys rules and regulations to the public for the Monument and assists to protect and maintain the facility from theft, damage, and vandalism by establishing a positive presence among visitors.
10%	**Assignments** Employee will be assigned study and research time for monument-related interpretive topics during non-peak visitation periods. Employee may be assigned to perform other tasks related to the interpretive programs throughout the district. Employee may be assigned to participate and assist in training programs for fellow guides or other employees.
10%	**Facility Housekeeping** Performs routine housekeeping tasks as necessary, such as sweeping, mopping, emptying trash, etc., for up to one-half hour per day to properly maintain the Guide Facility.

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

Employees conducting the duties of this position may work shifts ranging in length from 4 to 10.5 hours, depending on scheduling and operational needs. Employee must be able to perform the duties of this position in any kind of weather conditions. All duties will be performed in compliance with State and District health and safety plans and policies.

TELEWORK DESIGNATION:

Duty Statement

This position is designated as not telework eligible.
SPECIAL REQUIREMENTS:
Required to provide and wear a standard uniform. Must be available to work evenings, weekends and holidays.
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