



CLASS SPECIFICATION

Class Code: 4009
Date Est:
Last Rev: 02/2015
Last Title Chg: 02/2015
FLSA: non-exempt

SEASONAL PARK AIDE - GUIDE

DEFINITION

Under general supervision, performs basic manual labor and maintenance and/or public service or guide assignments in the County Park System; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Three months of work experience; OR graduation from high school or GED.

LICENSE OR CERTIFICATE

A valid driver's license may be required at the time of appointment.

SUPERVISION EXERCISED

Some assignments may include providing guidance, training, orientation, and lead direction for seasonal and/or volunteer staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Perform routine maintenance and housekeeping tasks to prepare and maintain park facilities for public use.

Greet the public and provide information concerning use of a park facility, including park rules and regulations.

Collect fees, make change, and submit reports of fees collected.

May conduct guided tours of museums and other facilities, providing brief descriptions and background on the facility and items.

May show clients rooms and facilities available for public use, schedule use for public events and complete requisite paperwork.

Maintain mailing lists and perform basic office support work.

Set up facilities and rooms for events.

May open and close facilities and perform security patrol duties.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

The County Park System and the rules and regulations pertaining to the use of park facilities.

Ability to:

Independently perform work assignments in an assigned area of park maintenance and/or operations.

Provide lead direction, coordination, and orientation for other seasonal staff and volunteer workers.

Entry Level (*Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.*)

Knowledge of:

Basic mathematics.

English usage.

Hand tools (i.e. shovels, rakes, or tools used for assigned function).

Ability to:

Perform assigned jobs of park and facility maintenance, support, and operations.

Keep and maintain accurate records.

Perform basic mathematical calculations.

Read, write, and communicate at a level necessary to perform job assignments.

Communicate effectively and courteously with the public.

Establish and maintain effective working relationships with coworkers and the public.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to sit, stand and walk for extended periods. Ability to frequently climb. Some positions may require the ability to perform heavy physical activity. Work is performed indoors and outdoors in varying temperatures and weather conditions. Ability to lift and carry objects weighing up to 50 pounds.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.