

DRAFT**PARK SERVICES AIDE I/II/III****SERIES DEFINITION**

This series specification describes three levels of park services classification responsible for providing and/or leading in the assistance of the daily visitor support services in the County parks. The purpose of the series is to facilitate the park operations by performing visitor service support activities, including fee collection, routine grounds and facility maintenance and various visitor services related to public access and use in a park facility. These classes typically work under the direction of a Park Ranger, Senior Park Ranger, Supervising Park Ranger or management level classification.

DISTINGUISHING CHARACTERISTICS

Positions are allocated within this series based on nature, scope and complexity of duties and responsibilities, size and complexity of the park unit and/or units, size and nature of park unit staff, and level of independence and accountability. Position may have responsibility for lead direction, training and work review depending on the park unit assignment.

EXAMPLES OF DUTIES

Park Services Aide I: Under general supervision, performs a variety of visitor service support activities including; receiving and accounting for cash and issuing receipts, communicates with public in receiving and giving out a wide variety of information pertaining to recreational facilities; explains rules and regulations; uses telephone and two-way radio, perform routine park, grounds and facility maintenance, gardening, clean-up, unskilled manual labor, learn to operate and maintain grounds maintenance equipment, and other duties as required.

Park Services Aide II: Under general supervision, independently performs duties listed in Park Services Aide I; and in addition independently performs one or more of the following: operation of a computerized cash register and tollgate procedures; operation of specialized maintenance equipment; garbage truck, pumper truck, tractors, loaders, mowers; and/or life guard procedures.

Park Services Aide III: Under direction, may have independent responsibility for lead direction, training and work review of one or more visitor services support activity areas including, but not limited to: toll gate operations, grounds and facility maintenance, beach lifeguard operations and/or recreation programs.

This series is distinguished from the Park Ranger series in which positions are responsible for park law enforcement.

QUALIFICATIONS

A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

Knowledge and Skills:

Park Services Aide I/II/III

Park Services Aide I:

Some knowledge of:

1. Handling and accounting for cash.
2. Proper use and care of hand and power tools used in buildings and grounds maintenance work.
3. Basic operations, tools and terms used in grounds maintenance trades.

Park Services Aide II:

Thorough knowledge of the above and in addition working knowledge of:

1. Policies, procedures and safety regulations related to the park visitor services support operation where assigned.
2. One or more of the following:
 - Computerized cash register and tollgate procedures
 - Operations of specialized maintenance equipment; garbage truck, pumper truck, tractors, loaders, mowers
 - Lifeguard procedures

Park Services Aide III:

Thorough knowledge of the above and in addition thorough knowledge in one or more of the following:

1. Toll gate operations and accounting
2. Park grounds and facility maintenance
3. Beach lifeguard operations
4. Park and area-wide recreation programs

Skill and Ability to:

Park Services Aide I:

1. Learn, understand and convey park rules and regulations
2. Meet public with tact and courtesy, verbally provide park information and interpret park rules and regulations
3. Follow oral and written instructions
4. Establish and maintain cooperative working relationships with others
5. Drive a vehicle

Park Services Aide I/II/III

Park Services Aide II:

The above and in addition the skill and ability to independently perform one or more of the following:

1. Computerized cash register and tollgate procedures
2. Operation of specialized maintenance equipment; garbage truck, pumper truck, tractors, loaders, mowers
3. Lifeguard procedures
4. Perform medical aid and CPR

Park Services Aide III:

The above and in addition the skill and ability to perform lead direction, training and work review of one or more of the following areas:

1. Toll gate operations in a large camping park facility
2. Park grounds and facility maintenance
3. Beach lifeguard and boat operations
4. Department and/or area-wide recreation programs

REQUIRED CONDITIONS OF EMPLOYMENT

All positions - as a condition of employment, the incumbent will be required to:

1. Work weekends, holidays and shifts
2. Wear a uniform
3. Possession of a valid California Class C driver's license is required at the time of employment
4. Work outdoors and under adverse weather conditions

Some positions may require the following:

1. American Red Cross life guard certificate
2. American Red Cross First Aid for Professional Rescuer
3. California Class A or B driver's license
4. Ability to operate light and heavy equipment such as a tractor, grader, dozer, backhoe, front-end loader, etc.
5. Ability to perform basic plumbing, carpentry, electrical and grounds keeping using hand and power tools

EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING

The knowledge, skills and abilities listed above may be acquired through various types of experience, education or training, typically:

Park Services Aide I/II/III

Park Services Aide I:

3 months of experience, education or training performing any of the duties listed at this level.

Park Services Aide II:

6 month of experience, education or training performing two or more of the Park Services Aide I duties.

Park Services Aide III:

1,000 hours of experience as a Park Services Aide I and/or II in park operations, or one year of experience in construction, equipment maintenance, building repair, or mechanical trades, or one-year experience in conducting education programs, recreational programs or public service programs.

PHYSICAL AND SENSORY REQUIREMENTS

The physical and sensory abilities required for this classification include:

1. Dexterity, mobility and ability to stand, stoop, reach and bend to perform strenuous physical and manual labor, i.e. use picks and shovels.
2. Mobility and ability to walk up and down uneven terrain, irregular surfaces, and hills, i.e., trails for park maintenance, removal of litter, refuse, etc.
3. Manual dexterity and ability to reach, grasp and manipulate, operate small objects, equipment, dig holes, i.e., ability to reach areas of repair and maintenance.
4. Ability to see and read.
5. Ability to communicate and hear static transmissions over a two-way radio.
6. Ability to smell and detect smoke and potentially hazardous chemicals, i.e. fire, gases such as propane, chlorine, and hydrogen sulphide.
7. Ability to feel heat from hot pipes and other hot surfaces, which could result in serious burns.
8. Strength and ability to lift, push, pull and/or carry a 50-pound object, such as heavy equipment or tools.

CLASS HISTORY

Class Code: 68C01 – I
68C21 – II
68C23 - III
Established Date: Month, 2003
Former Title: n/a

Prepared by: RR 5/29/03

Approved by:

CLASS DATA

Job Group: 14
EEO Category: PP
Work Comp. Code: 9420
Bargaining/Employee Unit: J
FLSA: C
MOCO OT: Y

County Administrative Office

Date