

PARKS AND TRAILS ASSOCIATE

KIND OF WORK

Routine maintenance and operations work in a state park or on a state trail, water access or other recreation site or area.

NATURE AND PURPOSE

Under immediate supervision, employees in this class are responsible for performing a variety of tasks in the maintenance and operation of a state park, state trail, water access or other recreation site. Work may include physical labor in a variety of both indoor and outdoor activities and includes semi-skilled tasks. Performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Staff park or area trail contact station, meet the public, collect fees and provide information so that all visitors are aware of fees, facilities and activities available by meeting the public, giving information on facilities, rules and regulations and related items; giving solicited information on points of interest, local accommodations and general directions; collecting appropriate fees from campers, day users, and boat renters; keeping buildings and grounds neat and clean; and notifying manager on duty of delinquent campers and other possible violations of park rules and regulations.

Staff Interpretive Center or park store operation so that park visitors will be sold merchandise and provided information upon request by handling retail sales of merchandise, handing out information, and performing housekeeping duties such as cleaning all floors and windows; dusting all displays, countertops, window sills, desks and office equipment; and sweeping sidewalks as needed.

Keep daily records of fees and charges made to park or area trail customers so that accurate accounting can be made daily and weekly by filling out daily and weekly income report and account for monies.

Answer telephone and radio in area office, park, or area trail so that all messages and information are properly handled by answering phone and radio, giving proper information, relaying messages and taking reservations.

Maintain park and trail facilities, water access sites, and state trails so that the use and enjoyment by the public is maximized by cleaning buildings, toilets, picnic areas, group camps, recreation areas, water access sites, and state trails, as well as other facilities. Remove garbage from all areas daily; pick up and dispose of litter; mow grass, trim weeds and bushes; and select and use proper cleaning equipment and tools.

Serve as night security so that the public, facilities, equipment and environment in a park or recreation area are protected by enforcing all rules, policies and laws; securing all gates, vehicles, doors and windows; performing vehicle and foot patrols of a park; monitoring weather reports when severe conditions exist; and monitoring lift station operations.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

First aid, emergency procedures, park, trail, and public water access rules and policies sufficient to follow and/or interpret to the public.

Cleaning methods sufficient to meet health standards.

Tools and equipment sufficient to perform maintenance and/or grounds keeping work.

Knowledge of (continued):

Math sufficient to charge visitors appropriately and maintain accurate cash receipts for campsites, boat rentals or purchased goods.

Skills in:

Use and operation of electronic equipment, such as radios, computers, telephones, and cash registers so that information is entered and calls are answered and forwarded as needed.

Use, operation and maintenance of small hand tools and small power tools sufficient to safely operate and maintain tools and equipment.

Verbal communications and human relations sufficient to deal effectively with supervisory staff, co-workers, and the public.

Ability to:

Communicate orally and in writing sufficient to provide information to the public and staff.

Understand and follow simple instructions both oral and written sufficient to complete assignments correctly

Maintain documentation of transactions sufficient to ensure accurate daily and weekly accounts of revenue.

Est.: 2/16/72
Rev.: 6/78; 9/87; 12/91; 7/18

T.C.: 7/18
Former Title(s): Parks Worker