

## PARKS WORKER

### KIND OF WORK

Routine maintenance and operations work in a state park.

### NATURE AND PURPOSE

Under immediate supervision, an employee in this class is responsible for performing a variety of tasks in the maintenance and operation of a state park, usually on a seasonal basis. Work may include physical labor in a wide variety of activities both indoors and outdoors and may include the performance of 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.)

Attend 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.

Attend Interpretive Center 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 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 so that all messages and information are properly handled by answering phone and radio, giving proper information, relaying messages and taking reservations.

Maintain and clean park facilities so that the use and enjoyment by the public is maximized by cleaning sanitation buildings, vault toilets, picnic areas, group camp, and any other facilities; removing garbage from all areas daily; picking up litter found anywhere in the park immediately and disposing of it; mowing grass; and selecting and using the proper cleaning equipment and tools.

Serve as night security so that the public, facilities, equipment and environment at the park are protected by enforcing all park rules, policies and laws; securing all park gates, vehicles, doors and windows; performing vehicle and foot patrol of entire park; monitor weather reports when severe conditions exist; and monitor lift station operations.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

#### Knowledge of:

First aid, emergency procedures, park 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 groundskeeping work.

Math sufficient to charge visitors appropriately for campsites, boat rentals or purchased goods.

#### Skills in:

Use and operation of radios, telephones, cash register, small hand tools and small power tools sufficient to safely operate 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 visitors 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

T.C.:  
Former Title(s):