



## **PARK OPERATIONS ASSISTANT**

### **DEFINITION & DISTINGUISHING CHARACTERISTICS**

#### **DEFINITION**

##### **Definition:**

Under general supervision, provides visitor services and information; performs both routine and skilled work in the operation, care, and maintenance of County parks facilities and grounds; and performs related duties as assigned.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision or direction from assigned supervisor. Exercises no direct supervision over staff.

### **Class Distinguishing Characteristics: CLASS CHARACTERISTICS**

This is the qualified journey-level classification. This is working level class. Incumbents are capable of independently performing a full range of public contact services, and a variety of duties in the care, and maintenance of plants, shrubs, lawns, and park facilities, and the operation of various types of equipment related to the work.

#### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

~~Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.~~

#### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

- Assists and provides information to park visitors by maintaining timely posting of bulletins and information materials regarding use of park.
- Collects admittance fees, sells and issues passes, coordinates group use permits, reconciles receipts and make bank deposits, provides receipts, and reports to administration as directed.

~~Collects statistical river utilization data, such as raft and headcounts, and enters data into appropriate electronic format.~~

~~Maintains accurate records and files, compiles information for reporting purposes.~~

- Advises users of County Parks and Recreation codes and regulations.
- Checks vehicles for display of fee receipts.

~~Performs facility maintenance such as cleaning restrooms, emptying trash, etc.~~

- Summons proper law enforcement agency if and when needed to enforce codes and regulations.
- Responds to emergency situations; notifies appropriate medical, law enforcement, and/or fire response organizations.

~~Plants, cultivates, prunes, weeds, irrigates, and fertilizes, plants, groundcovers, trees, and shrubs.~~

~~Mows, aerates, irrigates, and fertilizes lawn areas.~~

~~Operates a variety of hand and power tools such as hand and riding mowers, blowers, trimmers, weed eaters, roto tillers, chainsaws, rakes, shovels, hoe, brooms, and other maintenance tools.~~

~~Installs and maintains irrigation systems.~~

## Park Operations Assistant

Page 2 of 4

- ~~Monitors and maintains~~ park facilities including buildings, play equipment, and pathways; ~~inspects~~ grounds and facilities for hazardous conditions and ~~corrects and reports~~ or barricades the hazards; ~~and reports~~ the need for repair to administration.

~~Performs a variety of semi-skilled tasks such as rough carpentry, plumbing, painting, and masonry.~~

- Uses a variety of hand tools such as hammers, saws, wrenches, pliers, screwdrivers, and other tools.
- Operates and performs minor maintenance to equipment and tools used in the course of the work; ~~reports~~ the need for major repair and/or maintenance.
- Prepares and maintains logs and reports of work ~~per~~formed and materials and equipment used.
- Removes litter, empties trash cans, and maintains park in a clean and orderly condition.
- Cleans and maintains restroom facilities and/or ensures contract providers are cleaning and maintaining portable toilets.

~~May train and direct work of seasonal employees or volunteers.~~

~~Attendance and punctuality that is observant of scheduled hours on a regular basis.~~

- Performs related ~~work~~ duties as assigned.

## MINIMUM QUALIFICATIONS

### **Knowledge of:**

- Appropriate procedures to notify emergency agencies when needed.
- ~~Basic principles, methods, and practices of~~ handling cash, reconciling receipts, ~~and~~ reporting, ~~and making bank deposits.~~
- Basic mathematics.
- Basic personal computer equipment and programs, including word processing software.
- ~~Methods and techniques of planting, cultivating, pruning, and maintaining a variety of lawns, ground covers, plants, trees, and shrubs.~~
- ~~Basic skills in rough carpentry, plumbing, painting, and masonry.~~
- ~~Basic irrigation systems installation, maintenance, and minor repair.~~
- Basic maintenance of equipment and tools used in the course of the work.
- Safety practices and procedures relating to the work, equipment, and tools utilized in the course of the work.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

### **Ability to:**

- ~~Utilizing a variety of landscaping, gardening, and maintenance tools and equipment needed in the course of the work.~~
- Perform accurate arithmetic calculations. ~~Basic arithmetic calculations.~~
- Use a cash register and handling cash transactions.
- Preparing and maintaining brief logs and reports of the work performed and materials used.
- Organizing and maintaining accurate records and files.

- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- ~~Directing the work of seasonal workers and/or volunteers.~~
- Establishing and maintaining cooperative and effective relationships with those contacted in the course of the work.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- ~~—~~

### **Education and Experience:**

*Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.*

~~Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying. A typical way to obtain the qualifications would be:~~

~~Where college degrees and/or college course credits are required, degrees and college units must be obtained from a regionally accredited college or university. Courses from non-regionally accredited institutions will not be evaluated for this requirement.~~

#### **Education: —**

Equivalent to graduation from high school.

~~and Graduation from high school or successful completion of the General Education Development (GED) test.~~

~~and~~

#### **Experience: —**

~~Six (6) months of experience assisting the public or working in a park is desirable, and/or landscape maintenance.~~

### **Licenses and Certifications:**

#### **Other Requirements:**

- Possession of, or ability to obtain, a valid California or Nevada Driver's License by time of appointment and a satisfactory driving record.
- ~~Must possess and maintain a California class C driver's license and a satisfactory driving history as documented by the Department of Motor Vehicles.~~
- ~~Must perform heavy physical labor and lift and carry materials weighing fifty (50) pounds.~~
- ~~May handle heavier material with proper equipment.~~
- ~~Must work off hours and weekend schedules and outdoors in any weather conditions.~~
- ~~Must wear a County provided uniform.~~

### **PHYSICAL DEMANDS**

#### **ENVIRONMENTAL CONDITIONS/PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina, and to operate a motor vehicle and visit various County sites; vision to read printed materials. Primary functions require sufficient physical ability to work in an outdoor setting; vision in the normal visual range with or without correction sufficient to read printed documents and to operate equipment; and hearing and speech to communicate in person and over the telephone or radio. hear in the normal audio range with or without correction. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards.

~~Finger dexterity is needed to access, enter, and retrieve data using a cash register. Frequent walking, use of all fingers on both hands, fine coordination, wrist and arm motion, ability to grasp and hold; register. Positions in this classification bend, stoop, kneel, reach, and climb to perform work. lifting, carrying, pushing and pulling of equipment and tools weighing up to 15 lbs. Occasional sitting, reaching and bending; lifting, carrying, pushing and pulling of objects weighing up to 50 lbs. Infrequent, climbing, running and jumping; lifting, carrying, pushing and pulling of objects over 25 lbs..~~  
The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.  
Reasonable accommodations will be made for individuals on a case-by-case basis.  
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

## ENVIRONMENTAL CONDITIONS

### Environment:

Work is primarily performed outdoors in all weather conditions, frequently exposed to fumes and dust; and occasionally works inside a ticket booth. ~~Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.~~

~~Primary functions require sufficient physical ability to work in an outdoor setting; vision in the normal visual range with or without correction sufficient to read printed documents and to operate equipment; hear in the normal audio range with or without correction. Frequent walking, use of all fingers on both hands, fine coordination, wrist and arm motion, ability to grasp and hold; lifting, carrying, pushing and pulling of equipment and tools weighing up to 15 lbs. Occasional sitting, reaching and bending; lifting, carrying, pushing and pulling of objects weighing up to 25 lbs. Infrequent, climbing, running and jumping; lifting, carrying, pushing and pulling of objects over 25 lbs..~~

## WORKING CONDITIONS

- ~~Must perform heavy physical labor and lift and carry materials weighing fifty (50) pounds.~~
- ~~May handle heavier material with proper equipment.~~
- ~~Must work off-hours and weekend schedules, and outdoors in any weather conditions.~~
- ~~Must wear a County provided uniform.~~
- ~~Attendance and punctuality that is observant of scheduled hours on a regular basis.~~



## HISTORY

Created: MAR 2001  
Revised MAR 2010, JUL 2013 – HRD  
Revised JAN 2018