SAN JUAN COUNTY

POSITION DESCRIPTION

Position Title: Park Aide     Date: May 28, 1998
Reports to: Director         Department: Parks & Recreation
FLSA Status: Nonexempt       Positions Supervised: None

BASIC FUNCTION: Assists Park Manager and Assistant Manager in maintenance and operations of either San Juan Park or Odlin Park and Lopez Day Parks. Works under the direction of the Park Manager. Responsibilities include care and maintenance of park grounds, facilities and equipment; some public relations including visitor information and park rule education and enforcement. Must show initiative and ability to work independently.

MINIMUM QUALIFICATIONS: High school diploma or GED, and a minimum of one year direct or transferable skill experiences related to the job duties and responsibilities; OR any equivalent combination of education and experience that demonstrates the ability to perform the essential functions of the job. Related experience includes experience with grounds keeping equipment, repairs and maintenance, basic office skills, good sanitation practices, and public relations. Must have a valid WA State Driver’s license and a good driving record.

PRINCIPAL DUTIES - Asterisk designates essential function:
*1. Maintains park grounds and facilities under the direction of the Park Manager and Assistant Park Manager.
*2. Maintains and uses park equipment as directed by the Park Manager or Assistant Park Manager.
*3. Provides public information and enforces park rules as directed by the Park Manager.
*4. Collects fees from park users.
*5. May act for the Park Manager or Assistant Park Manager in their absence as assigned.
*6. Assists in the education of the public about the natural and historical surroundings.
*7. Acts within the scope of his or her responsibilities, working as a public employee and municipal officer with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.

PHYSICAL AND MENTAL REQUIREMENTS:
Requires frequent standing, sitting, walking, climbing, bending, and twisting and ability to traverse uneven terrain. Ability to lift up to 75 pounds with both hands and arms. Requires sufficient manual dexterity to operate tools, equipment and materials. The employee must be able to talk and understand written and oral communication and give written and oral instruction. Must be able to add, subtract, multiply and divide accurately. Stamina required for rigorous and lengthy or monotonous and laborious tasks.
Position Title: Park Aide

**EQUIPMENT REQUIREMENTS:**

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Riding and/or push mowers</td>
<td>4</td>
<td>X</td>
</tr>
<tr>
<td>Power hand tools</td>
<td>4</td>
<td>X</td>
</tr>
<tr>
<td>Chainsaw or log splitter</td>
<td>4</td>
<td>X</td>
</tr>
<tr>
<td>Telephone</td>
<td>1</td>
<td>X</td>
</tr>
<tr>
<td>Hand tools</td>
<td>4</td>
<td>X</td>
</tr>
</tbody>
</table>

**WORKING CONDITIONS**  Occasional work indoors in normal office environment and frequently outdoors during all weather conditions. Outdoor work frequently requires vigorous activities in inclement weather. Employees are exposed to the dangers of operating tools and equipment and to the use of chemicals for cleaning, painting, and maintenance of facilities. Use of safety and health equipment (eye and hand protection) is required.