SAN JUAN COUNTY

POSITION DESCRIPTION

Position Title:  Park Aide – San Juan Island

Date:  Updated March, 2013

Reports to:  Park Manager or Fairgrounds & Events Manager

Department:  Parks & Fair Department

FLSA Status:  Nonexempt

Positions Supervised:  none

BASIC FUNCTION:  Assists in maintenance and operations of San Juan Island County Parks or Fairground, under the direction of the Park Manager, Assistant Park Manager or Facilities Maintenance Worker II, depending on assignment.  Responsibilities include care and maintenance of fairgrounds, park grounds and facilities; public relations including visitor information and fairgrounds/park rule education and enforcement.

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 groundskeeping equipment, basic office skills and computer use, good sanitation practices, and public relations.  Must skillfully handle intensive public interactions, visitor complaints and enforcement issues.  Position requires the ability to work independently and to show initiative in performing work tasks.  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, using a variety of power equipment, under the direction of the Park Manager, Assistant Park Manager or Facilities Maintenance Worker II (at Fairgrounds).

*2. Responds to public park use issues, including: possible park rule violations, pet/animal regulation violations, protection of public resources, and visitor complaints.

*3. Coordinates camper check in and collects fees from park users.

*4. Provides public information and enforces fairground/park rules as directed.

5. May temporarily act for the Park Manager, Assistant Park Manager or Facilities Maintenance Worker II, in their absence as assigned.

*6. Assists in the education of the public about natural and historical surroundings.

*7. Acts within the scope of his or her responsibilities, working as a public employee with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.

8. Other related duties as assigned.
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, such as operating a weed eater for a four hour period with one 15-minute break.

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>Daily X Weekly X Monthly</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.