



# PARK AIDE JOB DESCRIPTION

Job Title: **Park Aide**

Pay Grade: Casual

FLSA: **Non-Exempt**

Effective Date: **March 2022**

Revision Date: **March 2022**

## NATURE OF WORK

Under close supervision, performs a variety of park aide duties on behalf of the Lewis County Parks & Recreation Department.

## ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Park aides are routinely in contact with the public, staff park entrance booths, provide information to the public, keep facilities clean, orderly and in good repair, drive vehicles and equipment, and perform area beautification using an array of tools.
- Perform administrative duties, registration, and assist with revenue collection or reconciliation.
- Picks up and removes litter, garbage and/or recyclables.
- Sweeps and mops floors. Cleans restrooms.
- Prepares campsites for campers.
- Prepares event space for events such as setting up tables and chairs, preparing signs.
- Cleans and maintains playground and other park equipment.
- Operates lawn mowers, power trimmers and other equipment associated with lawn and landscape care.
- Performs tasks related to maintenance of buildings, such as painting, hanging pictures, moving furniture or supplies.
- Operate small power equipment such as vacuum cleaners, saws, drill, drain snakes, and other equipment related to building maintenance.
- Monitors Offender Labor crews performing maintenance or custodial tasks following instruction and specifications given by a custodian, technician or supervisor.
- Ensure that park rules are obeyed.

## WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in and around Parks and county grounds and involves exposure to dust, dirt, hazardous materials, blood borne pathogens, and cleaning chemicals. Work requires standing, walking, bending, reaching, kneeling, crouching, performing manual labor, operating equipment, regularly lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Exposure to fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually very loud.

### **EMPLOYMENT STANDARDS:**

- High school diploma or general education degree (GED).
- General mechanical aptitude to run power equipment and perform tasks with minimal supervision.
- Successful completion of Offender Labor certification class and criminal history background investigation.
- Must have or be able to acquire within 6 months of hire into the position a First Aid/CPR Card.
- Valid State Driver's License with clean driving record is required.

### **KNOWLEDGE AND SKILLS:**

#### **Knowledge of:**

- County policies and procedures.
- Parks and maintenance processes and procedures.
- Occupational hazards and safety practices applicable to custodial work.
- Landscaping and janitorial equipment and supplies.
- Landscaping and Janitorial principles and practices.
- Principles and practices of safety/security reporting.
- Basic principles of customer service.
- Safe driving principles and practices.

#### **Skills in:**

- Coordinating and performing a variety of mechanical functions, follow instruction verbally and in writing.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to read, understand, write, and speak the English language.
- Establishing and maintaining effective working relationships with county personnel and the general public.
- Assisting in maintaining the County's facilities in a clean and sanitary manner.
- Safely handling cleaning chemicals and operating janitorial equipment.
- Safely handling maintenance and building vehicles, tools, and equipment.
- Establishing and maintaining effective working relationships with other staff and County personnel.
- Communicating effectively verbally and in writing.