



# PARK AIDE – EXTRA HELP JOB DESCRIPTION

<b>Job Title: Park Aide – Extra Help</b>	
<b>Dept./Division: Facilities</b>	<b>Job Class Code: 1576</b>
<b>Pay Grade: 107</b>	<b>PCN: 15760XX</b>
<b>FLSA: Non-Exempt</b>	<b>Effective Date: March 2026</b>
<b>Representation Status: Non-Represented</b>	<b>Revision Date: March 2026</b>
<b>Reports To: Operations Manager</b>	

## NATURE OF WORK

Under close supervision, the Park Aide performs a variety of custodial, maintenance, landscaping, and event support duties for the Lewis County Facilities Department.

## ESSENTIAL FUNCTIONS:

*The following duties are the fundamental, crucial job duties performed by this position. This is not a comprehensive list of all tasks that may be assigned. Incumbent may be required to perform other duties as assigned and appropriate for the position.*

- Regularly interact with the public, provide information to visitors, maintain facilities in a clean and orderly condition, operate vehicles and equipment, and perform grounds and area beautification using an array of tools.
- Maintains park cleanliness by picking up, removing, and disposing of litter, garbage, and recyclables in designated waste and recycling receptacles.
- Performs routine custodial duties, including sweeping, mopping, and cleaning/restocking restrooms to ensure cleanliness.
- Assists with event setup and breakdown, including arranging tables, chairs, and placing signage as directed.
- Cleans and maintains playground and other park equipment.
- Operates lawn mowers, power trimmers and other equipment associated with lawn and landscape care.
- Assists with general facility maintenance, such as painting, installing or hanging items, and relocating furniture and supplies.
- Operates small power equipment such as vacuum cleaners, saws, drills, drain snakes, and other equipment related to building maintenance.
- Reports any observed parks rules/code violations to supervisor.
- Possesses and maintains a valid driver’s license and the ability to operate a motor vehicle to travel between County facilities.

## WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in and around parks and County grounds and involves exposure to variable weather conditions, dust, dirt, hazardous materials, bloodborne 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.

**QUALIFICATIONS:**

**REQUIRED:** Education, experience, certifications, etc.

- High School Diploma or G.E.D.
- Must pass pre-employment physical and criminal history background investigation.
- Must have or be able to acquire a First Aid/CPR Card within one (1) month of employment.
- Valid Driver’s License.

**PREFERRED:** Education, experience, certifications, etc.

**COMPETENCIES (Knowledge, Skills, Abilities, and Behaviors):**

**Knowledge of:**

- Parks and maintenance processes and procedures.
- General mechanical aptitude to run power equipment and perform tasks with minimal supervision.
- Ability to safely tow trailers and secure loads.
- Occupational hazards and safety practices.
- Knowledge of landscaping and janitorial equipment, supplies, and standard principles and practices.
- Principles and practices of safety and security reporting.
- Basic principles of customer service.
- Safe driving principles and practices.

**Skills in:**

- Coordinating and performing a variety of mechanical functions.
- Following verbal and written instructions accurately.
- Establishing and maintaining effective working relationships with County personnel and the general public.
- Assisting in maintaining facilities in a clean and sanitary manner.
- Safely handling cleaning chemicals and operating janitorial equipment.
- Safely handling maintenance and building vehicles, tools, and equipment.
- Communicating effectively verbally and in writing.

**Ability to:**

- Learn and follow County policies and procedures.

**Behaviors:**

- Regular, reliable attendance.

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**Job Class Code: 1576**

As the incumbent in this position, I have received a copy of this position description.

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Employee's Name

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Employee's Signature                      Date