

PARKS WORKER I

DISTINGUISHING FEATURES OF THE CLASS: On a temporary or seasonal basis, incumbents perform a variety of simple, routine duties as assigned. Incumbents may be assigned to a specific position, in an office or in the field, or perform a variety of tasks. Incumbents may be expected to work various shifts including weekends and evenings. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Performs basic landscape gardening such as mowing grass, raking leaves and debris, planting flowers and pruning to maintain the appearance and physical condition of the area;

Performs routine laboring work such as digging ditches, laying pipes, setting posts and performing routine repairs on roads, trails and paths;

Performs routine housekeeping tasks such as sweeping, mopping and polishing floors, cleaning restrooms and equipment, emptying trash, moving or rearranging furniture;

Collects fees, makes change, gives admission tickets and receipts, balancing accounts;

Performs routine clerical tasks such as data entry or typing material using a variety of machines, including word processors, to produce routine correspondence, records, reports, tables, etc., and proofreads material making necessary corrections to ensure correct spelling, punctuation, grammar;

Promotes safe park use by observing and reporting unusual situations or illegal incidents, directing traffic, etc.;

Receives visitors by phone or in person and provides required information.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Ability to follow instructions to complete routine tasks such as laboring assignments, housekeeping assignments and clerical assignments; familiarity with common hand tools such as shovels, hammers, pruners, etc.; ability to follow directions and to understand instructions both oral and written; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: There are no minimum qualifications of training and experience.