

PARKS WORKER II

DISTINGUISHING FEATURES OF THE CLASS: On a temporary or seasonal basis, incumbents perform a variety of assigned tasks. 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. This position is different from that of Parks Worker I in that this level requires a greater level of skill in the performance of the work. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Performs general maintenance and simple mechanical repair, such as replacing windowpanes, repairing benches, hanging doors, etc.;

Performs simple carpentry, such as installing and repairing cabinets and shelving, and routine electrical and plumbing repairs;

Assembles information necessary to prepare reports;

Performs clerical tasks of average difficulty including the use of a variety of machines including a word processor, to produce correspondence, records, reports, tables, etc., and proofreads material making necessary corrections to ensure correct spelling, punctuation, grammar;

Reviews payroll for accuracy, issues receipts and balances register with cash drawer and enters and reconciles data;

Maintains files, records and logs and prepares reports according to directions;

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 communicate effectively, both orally and in writing; physical condition commensurate with the demands of the position.

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