

Park Steward Assistant

Payroll Job Code - 10285

SALARY RANGE

Step 1	Step 1.5	Step 2	Step 3	Step 4	Step 5
\$28.57	29.29	30.02	31.52	33.09	34.75

DESCRIPTION

Under supervision, performs responsible public contact and park protection work; assists with the planning, development, and maintenance of District lands; collects visitor day-use and overnight camping fees; answers questions and complaints of the public; instructs park visitors in nature or other interpretive programming; performs a variety of work in the construction, modification, maintenance, restoration, and repair of District lands and facilities; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from the Park Steward in that the latter is a supervisory classification responsible for the daily operations of a park or parks. This classification is further distinguished from the Park Aide in that the latter is a temporary non-allocated position. Incumbents in this classification perform generalist and operational duties in the care of our parks and facilities.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is provided by the General Manager, Deputy General Manager, or incumbents in the Park Steward class. Functional supervision may be provided by incumbents in the Park Maintenance Specialist class.

May act as a working lead of Park Aides and volunteers by overseeing and coordinating work but does not exercise direct supervision over staff.

EXPERIENCE AND EDUCATION

Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Two years of experience working with the public.

Education:

Equivalent to the completion of the twelfth grade. A relevant bachelor's degree is highly desirable.

License or Certificate:

Possession of a current California Driver's License is desired, and may be required depending upon assignment.

Possession of a valid certification in First Aid and CPR/AED is required within the first 6 months of employment. Possession of a Professional Rescuer CPR certification is highly desirable.

EXAMPLE OF DUTIES:

The following duties are typical for this classification. Incumbents may perform some or all of the listed duties and may be required to perform additional duties as assigned to address business needs and changing business practices:

Plan and coordinate a variety of construction, maintenance, restoration, and repair activities of District properties and related facilities to ensure safe and efficient access for the public and staff; provide site assessment and evaluation of costs, materials, and time; coordinate activities with outside contractors and consultants, and review ongoing work as assigned.

Perform park, trail, and road maintenance and construction duties including trail brushing, trail construction, trail alignment, excavator and other trail building equipment operation, clearing downed trees, mowing, and erosion control; perform facilities and structure construction and maintenance, including semi-skilled carpentry, painting, electrical, and plumbing tasks, and general custodial duties; maintain and construct drainage systems, trail bridges, culverts, fences, gates, and signs.

Provide public relations and interpretive services, including providing information, directions, and assistance to the public in a variety of situations; taking reports and assisting the public with complaints or unusual situations; explain District and preserve history, programs, and projects; and make presentations and provide tours of lands and facilities as requested.

Oversee volunteers, seasonal workers, and/or other groups on assigned projects; inspect work to ensure quality control, proper use of equipment, and safety of participants.

Collect visitor day-use and overnight camping fees while stationed in park entry booth, on foot, or in a light motorized vehicle.

Complete standardized daily fee collection reports; may make bank deposits.

Assign or direct visitors to facilities. Record and check reservations in a park's automated reservation system.

Perform routine clerical tasks such as filing, handling cash, answering telephones, and preparing forms and accounting documents.

Patrol an assigned area by vehicle or foot to ensure safe and proper use of District lands and facilities, monitor boundaries for encroachments, observe situations, report and investigate hazardous conditions, and promote compliance with District rules and regulations by maintaining a highly visible presence.

Provide assistance to the public in matters relating to their health, safety and welfare.

Discuss low risk violations of park rules, regulations, or ordinances with park users in an effort to generate voluntary compliance. For high risk violations, repeat offenders, and unlawful activities, reports to supervisor and/or to appropriate law enforcement agencies.

Monitor District parking lots and other high use park areas to ensure patrons are parking in designated areas only. Provide education and information on parking options.

Assist with the planning and execution of special events.

Conduct public programs, tours, or other organized activities of a recreational or interpretive nature.

Assist at public outreach and educational events on the District's behalf.

Protect and manage natural resources; plant and water trees, shrubs, flowers, and grass using hand and garden tools.

Promote safe conditions in all District facilities.

Visually inspect District facilities for cleanliness; empty trash containers and refill dispensers; sweep, wash, and disinfect restroom facilities.

Perform routine clean-up of District facilities, including parks, trails, picnic and swimming areas, campgrounds, boat launch facilities, and barbeque pits and grills with hand tools.

Operate and maintain a variety of vehicles, tools, and equipment such as vehicles, power saws,

drills, brush cutters, mowing tractors, all-terrain vehicles, and various tools required for patrol, construction, and maintenance duties performed.

Observe safe work methods and make appropriate use of related safety equipment as required.

Attend trainings, workshops, and classes related to job duties; may conduct training on proper and safe use of equipment.

Performs other duties as assigned.

TYPICAL QUALIFICATIONS

KNOWLEDGE OF:

Basic hand and power tools used in buildings and grounds maintenance work, open space management, and trail construction and maintenance.

Cash handling and safeguarding money.

Basic functions and services of a park or open space facility.

Park rules and regulations in order to report unlawful conduct.

Principles of customer service.

Techniques for effectively dealing with individuals of various ages, various socio-economic and ethnic groups, and effectively representing the District in contacts with the public

Basic safety procedures and practices to be used in the workplace.

SKILL TO:

Understand and follow oral and written instructions.

Add and subtract sums of money; make correct change.

Learn the rules, regulations, policies and laws governing the operation of a District facility.

Maintain accurate records and write reports.

Perform routine maintenance and custodial tasks.

Establish and maintain effective, cooperative and respectful working relationships with all contacts.

Work effectively with volunteers and the general public.

Properly and safely use and care for hand and power tools used in buildings and grounds maintenance work.

Tactfully provide park information, including rules and regulations to volunteers and visitors.

Manage medical emergencies and injuries in a calm, effective, and confidential manner, including providing first aid and CPR.

Effectively work under pressure with multiple priorities and dealing with a wide variety of people.

Work cooperatively with District staff and other organizations.

Work independently, exercise initiative and good judgment.

ABILITY TO:

Work evening, holiday and weekends hours.

Smell and detect smoke and potentially hazardous chemicals and gases.

Proficiently operate a computer including Microsoft Office Outlook, Word, and Excel.

Perform heavy manual labor associated with Park construction and maintenance tasks which may include lifting objects weighing up to 40 pounds.

Perform tasks which include the full range of body movements involving reaching, bending, grasping and climbing.

Work outdoors in all types of weather conditions and may also be required to work in or around hazardous conditions.

Travel to different sites and locations within the District.

NOTE:

The individual(s) chosen for hire must be able to pass a criminal background check. A District medical examination may additionally be required.

The Napa County Regional Park and Open Space District is an equal opportunity employer and encourages applicants from diverse backgrounds to apply.