



Gloucester County Job Description

POSITION: **Park Aide**
DEPARTMENT: **Park Operations**
JOB CODE: **113**
FLSA: **Non-exempt**

GENERAL STATEMENT OF JOB: Under general supervision, performs a wide variety of tasks in the day-to-day operation and maintenance of County parks to provide a safe environment for visitors; performs related work as required. Employee must exercise independent judgment, discretion and initiative in completing all job assignments. Employee must be able to establish and maintain cooperative, courteous, and positive communications with fellow employees, other personnel, and the general public. Reports to Park Supervisor.

ESSENTIAL JOB FUNCTIONS:

1. Participates in various fee collections for equipment and facility rentals, hunting and fishing licenses, and boat and canoe permits; operates cash register; performs accounting, and daily balance of receipts.
2. Assists the public with matters of park usage; registers individuals and groups for park activities; assists with park programs and maintenance of park displays; assist with the preparation of areas or buildings prior to events, secures area afterward.
3. Opens and closes parks throughout the County; performs a variety of duties associated with the daily custodial maintenance of park areas and facilities including grass cutting, cleaning rest rooms, picking up trash, maintaining flowerbeds, etc.
4. Performs general maintenance and inspection of park grounds, trails, equipment, and facilities; reports more complicated maintenance needs to supervisor.
5. Answers telephone, screens calls, takes messages, responds to inquiries, and refers callers to appropriate source.
6. Maintains activity and park attendance records; files permits and reservation requests; and performs other clerical support duties.
7. Patrols park property on foot, all-terrain vehicle, bicycle, boat, or vehicle as needed to ensure the safety of park visitors as well as to protect the security and integrity of park resources, property and equipment; radios for police assistance in emergencies such as serious injuries, disorderly conduct, or lost children.
8. Conducts interpretive programs for public.
9. Weighs and identifies fish caught by park patrons; responds to questions on game and fisheries laws.
10. Assist with special events to include erecting tents, directing traffic, staffing booths, etc.
11. Drives County vehicle to make pick-ups, deliveries, and run other errands as necessary.
12. May guide or direct work of court appointed workers.
13. Performs other duties as assigned.

EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS

All Gloucester County employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the County Administrator, the Emergency Management Director, or the

Emergency Operations Plan (EOP). Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply. (Please see Gloucester County Administrative Policy 101.1 - Employee Utilization in Adverse Weather and Emergency Conditions.)

JOB LOCATION AND CONDITIONS:

Duties are performed at assigned County locations indoors and outdoors in all types of weather conditions.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the standard practices, materials, tools, and equipment employed in park operations and maintenance.

General knowledge of flora and fauna; working knowledge of local, state and federal laws and regulations regarding wildlife and fisheries management.

Basic computer skills and ability to enter data in an automated information system.

Ability to complete reports, forms, permits, records, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.

Ability to follow directions.

Ability to communicate effectively and efficiently.

Ability to comprehend or understand instructions and underlying principles; to reason and make judgments; to understand and follow oral and written instructions; to make decisions in accordance with established procedures and policies; to guide and/or give instructions.

Ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

EDUCATION AND EXPERIENCE:

High school diploma/GED.

One (1) year of experience in park operations/maintenance work preferred. Customer service and cash handling experience preferred.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid driver's license; possess and maintain a driving record that meets established Gloucester County Driving Standards.

Pass a post-offer, pre-employment physical examination; employee may be subject to subsequent physical examinations to ensure he/she meets job-related physical requirements.

Possession of, or ability to successfully complete within sixty (60) days of employment, Red Cross-approved course in First Aid, AED, and CPR. First Aid, AED and CPR certification must be maintained while employed by the County.

Completion of National Association of State Boating Law Administrator approved boat-handling course within three (3) months of employment.

Completion of Commonwealth of Virginia Department of Social Services approved child protection training/coursework for mandated reporters of child maltreatment within one (1) month of employment.

Possession of freshwater fishing license preferred.

PHYSICAL REQUIREMENTS:

| | | |
|---|---|---|
| C = Continuous – over 6 hours a day F = Frequent – between 3 and 6 hours a day | O = Occasional – less than 3 hours a day I = Intermittent–several times a week/month | P = Periodic – several times a year N/A = Not applicable to position |
|---|---|---|

| LIFT/CARRY | C | F | O | I | P | N/A |
|----------------|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| 1 to 10 lbs. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11 to 20 lbs. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21 to 50 lbs. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 51 to 75 lbs. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 76 to 100 lbs. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

| EQUIPMENT USAGE & OPERATION | C | F | O | I | P | N/A |
|-----------------------------|--------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|-------------------------------------|
| Standard Office Equip. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Motor Vehicle | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Vehicle requiring CDL | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Other (explain) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

| PUSH/PULL | C | F | O | I | P | N/A |
|----------------|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| 1 to 10 lbs. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11 to 20 lbs. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21 to 50 lbs. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 51 to 75 lbs. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 76 to 100 lbs. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

| WORK WITH/NEAR | C | F | O | I | P | N/A |
|----------------|--------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|-------------------------------------|
| Machinery | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Electricity | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Power Tools | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Chemicals | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Fumes | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Heights | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

| MOVEMENT | C | F | O | I | P | N/A |
|------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|
| Carrying | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Bend/Stoop/Twist | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Kneel/Crawl | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Reach Above Shoulders | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Reach Below Shoulders | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Grasp/Squeeze | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Climb Stairs/Ladder | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Uneven Walking Surface | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Even Walking Surface | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| ENVIRONMENT | C | F | O | I | P | N/A |
|-----------------|-------------------------------------|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Indoors | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Outdoors | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Extreme Heat | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Extreme Cold | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Dusty | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Excessive Noise | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Other (explain) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

| ENDURANCE | C | F | O | I | P | N/A |
|--|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|
| Stationary Position (stand or sit) | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Move, Traverse (walk) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Operate, Activate, Use, Prepare, Inspect, Place, Detect, Position (use of hands/fingers) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| VISION REQUIREMENTS (Check all that apply) | |
|---|-------------------------------------|
| Depth Perception | <input checked="" type="checkbox"/> |
| Color Vision | <input checked="" type="checkbox"/> |
| Peripheral Vision | <input type="checkbox"/> |
| Uncorrected/Corrected vision 20/40 or better in one or both eyes; 100 degrees, or better, horizontal vision in one or both eyes | <input checked="" type="checkbox"/> |