MERCED IRRIGATION DISTRICT
Park Aide – Parks and Recreation Department

FLSA Status – Non Exempt
Unrepresented

DEFINITION:
The duties of the Park and Recreation, Park Aide, include assisting the Park Ranger staff in their daily job functions and performing unskilled and semi-skilled labor related to the customer service, maintenance and operation of all recreation areas and facilities

ESSENTIAL FUNCTIONS OF THE POSITION:
- Provide excellent customer service; operate computer and POS systems, reservation and credit card processing, telephone and radio communication, collection and maintenance of visitor data.
- Assist customers with reservations on the telephone and in person.
- Assist in the performance of routine park facility maintenance, including pick-up of litter and refuse, cleaning and sanitation of restroom/shower facilities, landscape maintenance facilities and equipment.
- Assist at the Parks Kiosk's entries, fee collection and writing receipts and passes for camping, day use and boating activities.
- Assist in the cultivation, pruning, spraying and irrigation of trees, shrubs and mowing grass.
- Assist in monitoring of park visitors, and customer service, including informing persons of the park and recreation rules and regulations as necessary.
- Perform other duties as requested, directed or assigned.

QUALIFICATIONS:
Any combination of experience and education that would prepare the candidate for the duties and responsibilities of the position is acceptable.

Education:
- Graduation from high school or related General Educational Development (GED).

Experience:
- One (1) year of previous customer service experience.
- One (1) year of point of sale or computer experience.
- Experience with use of basic outdoor tools is a plus.

Ability to:
- Operate a computer and other standard office equipment.
- Organize, set priorities and exercise sound judgment within established guidelines.
- Interpret, apply and reach sound decisions in accordance with District rules, policies and department procedures.
- Make calculations and tabulations and review documents accurately and rapidly.
- Understand and carry out written and oral instructions.
- Learn and apply new information.
- Establish and maintain effective working relationships with District management, staff, customers, the public and others.
- Abide by all District policies, guidelines and rules.

Knowledge of:

- Practices and procedures of governmental budgeting and accounting.
- Methods, practices, documents and terminology used in processing accounting transactions and in financial record keeping.
- District rules, procedures and practices governing cash receipting, purchasing, and related financial transactions.
- The District's Chart of Accounts and general funding sources.
- The District's Electric and Water Irrigations computer software for processing account information and interpreting input and output data.
- Fundamental accounting and internal control practices and procedures.
- Standard office practices and procedures.

Necessary Special Requirements:

- A valid California Class C Driver License and the ability to maintain insurability under the District's vehicle insurance program.

ENVIRONMENTAL FACTORS:

- Exposure to the sun: 90% or less work time spent outside a building and exposed to the sun.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.
- Work performed in an outdoor environment

The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

ESSENTIAL MENTAL ABILITIES:

- Exercise independent judgment.
- Self directing and organized.
- Reason objectively.
- Assess, project and plan work activities on a daily and weekly basis.
- Document concisely, accurately and timely.
- Handle a variety of duties which may be interrupted or changed by immediate circumstances.

TYPICAL PHYSICAL DEMANDS:

- Communicate orally and in writing with District management, co-workers, outside auditors, customers, and the public in face-to-face and one-on-one settings.
- Transport, set-up and removal of promotional equipment and materials at various public functions.
- Use of office equipment such as computer, copiers, scanners, and fax machines.

Sitting:	Remains in a seated or standing position for up to eight (8) hours per day.
Hands/Arms:	Operates computer for up to eight (8) hours per day
Lifting:	Raises and lowers boxes and supplies up to fifty (50) pounds.
Stooping:	Bends body downward and forward by bending at the knees or waist
Talking:	Expresses ideas and shares information by means of spoken work in person and by telephone.
Hearing:	Hears well enough to receive communications in person and by telephone.

Vision: Reads written and video messages for up to eight (8) hours per day. Operate vehicles and office equipment.

SUPERVISION:

The position receives general supervision from the Senior Park Ranger.

I have reviewed this Job Description with my Supervisor and agree with its contents.

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Employee Signature/Date

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Supervisor Signature/Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.