

Classification Title: Park Aide

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: Provides support in the maintenance, operations and administration of a park facility. Assists in the presentation of programs to the public and enforcement and interpretation of park rules and regulations. Participates in various aspects of operations and maintenance, including buildings, grounds, operations and special projects.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	H	Maintains park facilities, grounds and equipment. Maintains landscape and turf by mowing, fertilizing, applying herbicides, seeding, planting, pruning and mulching. Maintains buildings by performing routine janitorial and light construction work.
2	M	Opens and closes park gates and facilities. Rents out equipment and park spaces and receives payments. Performs preventive maintenance on equipment. Patrols park areas, enforcing park rules and ensuring the safety of patrons.
3	L	Assists in the development and presentation of programs. Designs and prepares educational materials and prepares park facilities for programming or meetings.

CLASSIFICATION REQUIREMENTS:

CLASSIFICATION REQUIREMENTS	
Education	Ability to read, write and follow instructions.
Experience	No experience required.
Equivalent Education & Experience Accepted?	No
Certification and Other Requirements	Depending on area of employment, these certifications may be required: a valid driver’s license and a “safe” driving record may be required, First Aid training, and/or CPR.
Reading	Basic
Math	Basic
Writing	Basic

Managerial	Receives direction.
------------	---------------------

CLASSIFICATION REQUIREMENTS	
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	No responsibility for the direction or supervision of others.
Interpersonal / Human Relations Skills	Work requires regular contact with individuals and may require providing advice to others on specific issues and/or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Hand and power tools, computers, printers and related software

PRIMARY WORK LOCATION	
Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	X Other (see 2 below)

(1) N/A

(2) Office and Outdoors

PROTECTIVE EQUIPMENT REQUIRED:

Personal protective equipment, hearing protection safety glasses, dust masks, safety shoes, hard hats, gloves