

**Jefferson County
Job Description**

Job Title: Clerk Hire Campground Parks Assistant
Department: Public Works
Division: Parks & Recreation
FLSA Exempt (Y/N): No
Union: No
Salary Level: Clerk Hire Schedule \$12.50/hour
Work up to 69 hours/month

SUMMARY: Performs basic park maintenance tasks and campground customer service. May act as lead for volunteers. Supervision is received from the Parks and Recreation Manager, with guidance and support provided by other parks maintenance staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Performs landscape maintenance, mowing, campground maintenance and park furniture maintenance.

Monitors payment of campground fees; communicates camping fee requirement to campground users; interacts with campground users and general public; and, retrieves and delivers campground fees to Public Works Office.

Provides information to campground users and visitors about Jefferson County parks and recreation opportunities; and, maintains historical, educational, recreational, and tourist information in the informational kiosk.

Uses mowers, weed eaters, chainsaws and other small tools and equipment.

Collects trash; cleans and maintains grounds and facilities; and, cleans and stocks vault toilets.

SUPERVISORY RESPONSIBILITIES:

None

COMPETENCY: To perform the job successfully, an individual should demonstrate competency in the following:

Customer Service – Responds promptly to customer service needs; Responds to requests for service and assistance; Manages difficult or emotional customer situations.

Organizational Support – Follows policies and procedures; Completes task correctly and on time; Supports organization’s goals and values; Supports affirmative action and respects diversity.

Teamwork Orientation – Communicates with other team members and supervisor proactively; works collaboratively on shared goals and outcomes; participates in projects; provides input and feedback.

Professionalism – approaches others in a tactful manner; Reacts well under pressure; Treats other with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Cost Consciousness – Works within approved budget; Conserves organizational resources.

Diversity – Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; Promotes a harassment free environment.

Ethics – Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Planning/Organizing – Prioritizes and plans work activities; Uses time efficiently.

Quality – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity – Meets productivity standards; Completes work in a timely manner; Strives to increase productivity; Works quickly.

Safety and Security – Observes safety and security policy and procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability – Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays or unexpected events.

Attendance/Punctuality – Is consistently at work and on time; Ensure work responsibilities are covered when absent; Notifies supervisor/manager in advance of any absence.

Dependability – Follows instructions; responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma/GED and two years experience in parks maintenance or related field or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Washington State Drivers License.

CPR/First Aid certification required.

OTHER SKILLS and ABILITIES:

Familiarity with hand and power tools, equipment and techniques commonly used in the performance of related tasks.

Knowledge of landscape and campground maintenance, techniques, methods, and equipment needed in the performance of same.

Developed interpersonal skills for working with the public and supervisors. Advanced customer service skills including ability to effectively educate patrons regarding park rules, decide when to contact law enforcement and provide information and advice to tourists.

Ability to quickly grasp new techniques, deal with rapid changes in events, remain calm in stressful situations, relate to various personality styles in a calm professional manner.

Independent and self motivated to complete required deadlines while simultaneously completing other tasks. Ability to communicate in a clear and effective manner with supervisors, other employees, and the public. Ability to work at a remote site with limited immediate supervision.

Ability to follow established processes for fees and cash handling; ability to deliver fees to the Public Works Department.

Ability to work on Saturday and/or Sunday.

WORK SCHEDULE: Works up to 69 hours per month; approximately three (3) hours per day, five (5) days per week. Work shift includes Saturday and/or Sunday. The schedule may change throughout the year, depending on the season and projects.

PHYSICAL DEMANDS: The 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.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit.

The employee must regularly lift and/or move up to 35 pounds, frequently lift and/or move up to 60 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works alone, regularly works near moving mechanical parts and in outdoor weather conditions. The employee is frequently exposed to fumes or airborne particles and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually loud.