



CLASS SPECIFICATION

Class Code: 60004009
Date Established:
Last Reviewed: 02/2025
Last Revised: 02/2025
Last Title Change: 02/2015
FLSA: non-exempt

SEASONAL PARK AIDE - GUIDE

DEFINITION

Under general supervision, performs basic manual labor and maintenance and/or public service or guide assignments in the Washoe County Park System; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Three months of work experience; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

None.

SUPERVISION EXERCISED

Exercises no direct supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Perform routine maintenance and housekeeping tasks to prepare and maintain park facilities for public use.

Greet the public and provide information concerning use of a park facility, including park rules, and regulations.

Collect fees, make change, and submit reports of fees collected.

May conduct guided tours of museums and other facilities, providing brief descriptions and background on the facility and items.

May show clients rooms and facilities available for public use, schedule use for public events, and complete requisite paperwork.

May provide lead direction and training to assigned staff.

Maintain mailing lists and perform basic office support work.

Set up facilities and rooms for events.

May open and close facilities and perform security patrol duties.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Department/division policies and procedures.

The Washoe County Park System and the rules and regulations pertaining to the use of park facilities.

Ability to:

Independently perform work assignments in an assigned area of park maintenance and/or operations.

Provide lead direction, coordination, and orientation for other seasonal staff and volunteers.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Basic mathematics.

Hand tools (i.e. shovels, rakes, or tools used for assigned function).

Ability to:

Perform assigned jobs of park and facility maintenance, support, and operations.

Keep and maintain accurate records.

Perform basic mathematical calculations.

Read, write, and communicate at a level necessary to perform job assignments.

Communicate effectively and courteously with the public.

Establish, foster and maintain effective and cooperative working relationships with all those contacted through the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to sit, stand, and walk for extended periods. Ability to frequently climb. Some positions may require the ability to perform heavy physical activity. Work is performed indoors and outdoors in varying temperatures and weather conditions. Ability to lift and carry objects weighing up to 50 pounds.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.