



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>PARK AIDE II</b>	<b>21</b>	<b>H</b>	<b>1.955</b>
<b>PARK AIDE I</b>	<b>20</b>	<b>H</b>	<b>1.920</b>

**SERIES CONCEPT**

Park Aides perform routine custodial and general facility and equipment maintenance duties, assist visitors, collect fees, and assist in the operation of a State park.

Assist in cleaning park grounds, structures, and facilities; remove debris from campgrounds, picnic areas and other park locations; sanitize restrooms; and empty trash receptacles.

Participate in grounds and facility maintenance projects; pick up papers, debris, and litter; weed and rake park areas; prune trees and shrubs; paint structures; remove potential health and safety hazards.

Furnish park visitors with information concerning park facilities, recreational areas, policies, rules, and fees; assist with interpretive programs and displays; and give historic tours.

Collect park user fees and make change as necessary; issue entrance tickets or permits; prepare routine reports and maintain records as assigned.

Organize and store cleaning supplies; prepare and monitor inventory lists; record supplies used and report shortages to supervisor to ensure adequate inventory.

Perform routine preventive maintenance on park vehicles and equipment; check fluid levels; clean and wax vehicles as needed; and report malfunctions and problems.

Perform related duties as assigned.

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**CLASS CONCEPTS**

**Park Aide II:** Under general supervision of higher-level Parks staff incumbents perform the full range of duties described in the series concept. This is the journey level in the series.

**Park Aide I:** Under close supervision of higher-level Parks staff incumbents receive training in performing all or part of the duties described in the series concept. This is the trainee level in the series and progression to the next level in the series may occur upon meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.

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**MINIMUM QUALIFICATIONS**

**SPECIAL REQUIREMENT:**

- \* A valid driver's license is required at the time of appointment and as a condition of continuing employment.

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### MINIMUM QUALIFICATIONS (cont'd)

#### INFORMATIONAL NOTE:

- \* Positions may be allocated as either Permanent or Seasonal and accordingly will adhere to all applicable rules, regulations, policies, and procedures as outlined in Nevada Revised Statutes and Nevada Administrative Codes for the appropriate allocation.

#### PARK AIDE II

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and six months of general work experience in a park, zoo, museum, interpretive visitor center, or closely related field; **OR** six months of experience as a Park Aide I in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirement and Informational Note)*

**ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES** (required at time of application):

**General knowledge of:** methods and procedures used to perform custodial services; painting techniques used to paint structures; health and safety practices in a park environment necessary to eliminate potential hazards; policies, procedures, rules, and laws as applied to the Park System; Parks System fee collection policies and procedures. **Ability to:** perform a variety of grounds, facility, and equipment maintenance duties to assist in park operation; follow specific instructions and work with minimal supervision; *and all knowledge, skills, and abilities required at the lower level.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES** (typically acquired on the job):

**Working knowledge of:** park operations, services, policies, and procedures; fee collection procedures.

#### PARK AIDE I

**EDUCATION AND EXPERIENCE:** Courses at the high school level; **OR** six months of general work experience. *(See Special Requirement and Informational Note)*

**ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES** (required at time of application):

**General knowledge of:** general methods and procedures used in cleaning and maintaining facilities; basic math; operation of standard hand and power tools. **Ability to:** assist in cleaning and maintenance of park grounds and facilities; collect fees and make change; operate basic power tools used in grounds and facility maintenance; maintain routine records and complete forms; move and transport trash containers and other objects weighing up to 50 pounds; perform physical labor for extended periods of time; and follow oral and written directions.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES** (typically acquired on the job):

*(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Park Aide II.)*

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

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ESTABLISHED:	5/19/77	3/8/65
REVISED:		2/1/68
REVISED:		6/1/71
REVISED:		8/23/71
REVISED:		6/29/73
REVISED:		5/19/77
REVISED:		9/20/77

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**PARK AIDE I**

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REVISED:

7/1/87-12P

7/1/87-12P

10/17/86PC

10/17/86PC

REVISED:

5/20/88-3

5/20/88-3

REVISED:

4/20/89-12

4/20/89-12

REVISED:

7/1/97P

7/1/97P

6/4/96PC

6/4/96PC

REVISED:

6/25/08UC

REVISED:

5/18/12RNC

5/18/12RNC

REVISED:

9/14/18UC

9/14/18UC

REVISED:

5/10/22UC

5/10/22UC