

**Whitman County Human Resources**  
400 N. Main Street • Colfax, WA 99111  
(509) 397-5242 • FAX (509) 397-6355 • [www.whitmancounty.org](http://www.whitmancounty.org)



## **JOB ANNOUNCEMENT**

**POSITION:** Seasonal Park Aide

**DEPARTMENT:** Parks and Recreation

**WAGE RANGE:** \$11.25-11.50 DOQ per hour

**UNION STATUS:** Non-Represented/Temporary Position

**TO APPLY:** Whitman County Human Resources  
400 North Main Street  
Colfax, WA 99111  
(509) 397-6205

**LOCATION:** Whitman County Parks

**CLOSING DATE:** Open until filled

**SELECTION PROCESS:** Applicants must submit a signed Whitman County application form. The application will be reviewed and evaluated to determine applicants invited for an interview.

**TO QUALIFY:** See Human Resources for an illustrative example of duties and requirements.

In compliance with the Immigration Reform and Control Act of 1986, Whitman County will hire only United States citizens and aliens authorized to work in the United States. Documented evidence of identity and employment eligibility must be presented at time of hire.

**WHITMAN COUNTY IS A SMOKE-FREE WORK PLACE**

**EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**AMERICANS WITH DISABILITIES ACT**

Persons requiring accommodation should advise us of that need.

## WHITMAN COUNTY POSITION DESCRIPTION

**Effective Date:** February 2013  
**Position Title:** Seasonal Park Aide  
**Job Family Classification #:** N/A  
**Department Title:** Parks and Recreation  
**Department Code:** 310  
**FLSA Status:** Non-Exempt  
**Union Status:** Non-Represented/Temporary Position  
**Reports to:** Operations Coordinator/Park Ranger

### **BASIC PURPOSE:**

Perform park maintenance work for the department. Seasonal position lasting approximately 3-4 months; 40 hours per week.

### **NATURE OF WORK:**

This is responsible work assisting the Operations Coordinators in the maintenance of the county parks and other facilities. Maintenance activities will include light construction, trail repair, landscaping, restoration, and day-to-day park and facility maintenance (mowing, restroom cleanup, special projects). Maintain and care for equipment and hand tools; detect needed repairs and make simple adjustments to equipment. Work will be performed primarily at Kamiak Butte County Park, Klemgard County Park, Wawawai County Park, and the Bill Chipman Palouse Trail.

### **SUPERVISION EXERCISED AND RECEIVED:**

Supervision over others is not a responsibility of this position. The Operation Coordinators will provide supervision of this position.

### **ESSENTIAL FUNCTIONS:**

Work requires contact with the general public and the use of a variety of maintenance equipment such as light duty vehicles, lawn mowers, chain saws, weed eaters, etc. Duties include driving parts and supplies to Colfax/Pullman and between parks during the work day.

### **NON-TECHNICAL ESSENTIAL FUNCTIONS:**

Ability to establish and maintain effective working relations with co-workers and the general public; ability to communicate using verbal and listening skills; ability to work independently in the performance of regularly assigned duties; perform physical labor (lifting over 40lbs., etc.), able to work outdoors in all weather conditions.

### **EXAMPLE OF DUTIES:**

- Perform equipment, facilities and grounds maintenance work that includes basic mechanical, carpentry, plumbing, electrical, cleaning, and painting skills.
- Transport supplies and parts between locations.
- Perform routine and schedules maintenance on equipment and vehicles.
- Perform trail construction and restoration work involving appropriate tools.

### **SELECTION CRITERIA:**

#### ***Knowledge, Skills, and Abilities***

Ability to meet the criteria of essential job functions and non-technical job functions.

### **EXPERIENCE, EDUCATION AND TRAINING:**

- Must be 18 years of age.
- Reliable transportation and a valid driver's license.
- Experience in parks or grounds maintenance.
- First Aid and CPR certification are highly desirable.

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