

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



JOB ANNOUNCEMENT

POSITION: Seasonal Park Aide

DEPARTMENT: Parks and Recreation

WAGE RANGE: \$11.50 per hour (20-40 hours per week)

UNION STATUS: 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.

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AMERICANS WITH DISABILITIES ACT

Persons requiring accommodation should advise us of that need.

**WHITMAN COUNTY
POSITION DESCRIPTION**

Effective Date: February 2018
Position Title: Seasonal Park Aide
Job Family Classification #: 999
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 approx 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 scheduled 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.
- Successfully pass a background check.
- Immigration status verified.

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