



# Conejo Recreation & Park District

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## Job Description

**Title:** Park Aide

**Status:** Part-Time

**Division:** Parks & Planning

### Summary:

Employees receive moderate supervision within a framework of standard policies and procedures and may be assigned to work in different areas throughout the District, including grounds, custodial and open space.

Must be available to work varied schedules, including weekends and holidays. Positions are part-time and schedules are made based on the needs of the assigned units of Grounds, Maintenance or Park Rangers.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

### Essential Duties and Responsibilities:

- Support daily upkeep and cleanliness of parks, public areas, and facilities
- Perform routine maintenance tasks such as cleaning restrooms, removing litter, trail repair, and maintaining reservation or event areas
- Use hand and power tools for light landscaping work including pruning, weeding, and planting
- Prepare open space, athletic fields or recreational spaces for public use
- Assist with basic irrigation and sprinkler maintenance
- Follow safety procedures and maintain a clean and organized work environment

### Other Duties and Responsibilities:

- Perform other related duties as assigned

**Minimum Qualifications:** Must be at least 18 years old

**Education and Experience:**

Graduation from high school or equivalent; maintenance/construction or landscape experience preferred.

**Certificates and Licenses:**

- Valid California Driver License with satisfactory driving record
- Satisfactory completion of a pre-employment functional capacity examination
- Department of Justice fingerprint clearance

**Language Ability:**

Ability to read and comprehend basic instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to park visitors and to other employees.

**Math Ability:**

Ability to add and subtract two-digit numbers and to multiply and divide with 10s and 100s. Ability to perform these operations using units of money and weight measurement, volume and distance.

**Reasoning Ability:**

Ability to use common-sense understanding to carry out instructions provided in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Supervisor Responsibilities:** None**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions including rain, sun and extreme heat for extended periods. The employee is frequently exposed to moving equipment and mechanical parts, fumes or airborne particles and vibration. The employee is occasionally exposed to high, precarious places, toxic or caustic chemicals, plants and pesticides. The noise level in the environment is loud.

### **Physical Demands:**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk over uneven terrain; use hands to finger, handle or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit, climb, balance or smell. The employee is frequently required to lift up to 50 pounds and occasionally up to 100 pounds. The vision requirements include ability to adjust focus, depth perception, peripheral vision, distance vision and close vision.

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Revised 2/27/26

*Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned them by their supervisors or by law.*