

The Maryland-National Capital Park and Planning Commission

Class Code 2018

CLASS TITLE: PROGRAM/FACILITY AIDE II, GRADE N02

CHARACTERISTICS OF THE CLASS:

Under general supervision, performs varied and responsible program and/or facility support duties in carrying out a program or facility management operation which requires some previous experience, training, or expertise. An incumbent to this class may be assigned to work in any of the following operational areas: General Maintenance, Interpretation and Conservation, Enterprise, General Administration, Parks and Recreation, etc.

EXAMPLE OF DUTIES THAT ARE CHARACTERISTIC OF THE CLASS:

Operates roads and grounds equipment such as weed eaters, etc., and more extensive clearing equipment such as bushhogs, etc.; using hand tools, performs a variety of tasks associated with Park Maintenance such as clearing debris, laying sod, planting and transplanting trees and scrubs, etc.; performs custodial and security work at Commission facilities; cleans, prepares surfaces, and paints grills picnic tables, and play equipment; repairs and mends fences.

Conducts lessons and instructions in beginner through advanced swimming, diving, and water safety; maintains records relating to activity area assigned; controls crowds and enforces safety practices and rules and regulations established by managerial staff at pools, ice rinks, etc.; operates a cash register and/or ticket machines, prepares cash reports and may handle sales at a pro shop; collects and records green and rental fees, and merchandise sales income; performs electrical and mechanical preventive maintenance on golf carts and similar types of equipment; operates various kinds of power equipment at parks, golf courses, ice rinks, etc., acts as security guard at a major facility such as the College Park Airport; operates radio; serves snack bar type food; responsible for golf or tennis starting operations including explaining golf and/or tennis rules and regulations.

Act as receptionist in an office situation; maintain record associated with office assigned; answers questions of the public and staff on routine informational matters; types forms, memos, or other materials as necessary; maintains and updates files and records.

Plans and carries out program coordination and supervision at a playground, community center, drop-in, etc.; may be assigned the responsibility for planning and carrying out a small program under the supervision and direction of a full-time career staff member or Intermittent staff person; acts as an assistant to the director of a large program and is in charge of the program in his/her absence; participates in the planning and scheduling of field trips, special events, etc., at a camp, playground, community center, drop-in, etc; handles disciplinary problems; serves as a program leader for various age groups in recreational activities such as arts and crafts, sports, etc.; picks up and delivers, interoffice mail, supplies, and equipment to various Commission facilities and offices utilizing a thorough knowledge of the county assigned.

MINIMUM QUALIFICATIONS

Some experience or training is necessary for jobs requiring equipment operation, specialized grounds and facility maintenance, class instruction, clerical activities, program leadership, etc.

Note: College level training is desirable for those jobs involved in program leadership and coordination in a program activity situation.