

## The Maryland-National Capital Park and Planning Commission

Class Code 2042

CLASS TITLE: PROGRAM/FACILITY AIDE III, GRADE N03

### CHARACTERISTICS OF THE CLASS:

Under general supervision, performs responsible program supervision and/or specialized and technical park maintenance activities in carrying out and supporting a program or facility management operation which requires specialized experience, training, or expertise. An incumbent to this class may be assigned to work in any of the following operational areas: General Maintenance, Enterprise, Interpretation and Conservation, Parks and Recreation, etc.

### EXAMPLE OF DUTIES THAT ARE CHARACTERISTIC OF THE CLASS:

Operates heavy or specialized equipment such as spaders, aerators, trucks and trailers, groundsmaster, etc., in the performance of roads and grounds maintenance activities; (NOTE: heavy equipment operations are done under close supervision); may act as working leader of a small crew of intermittent employees engaged in maintenance activities.

Operates specialized equipment associated with a golf course, ice rink, etc.; or other enterprise facility maintenance operation with a high degree of experience and expertise; plans menus and maintains inventory of supplies at snack bars; performs routine maintenance and repair work on aircraft under supervision of Chief Aircraft Mechanic.

Serves as an assistant at an overnight or day camp; enforces proper safety practices at camp, playground, and at other activities; plans special activities for camp participants; insures the safety and comfort of special population program participants while riding on a bus and crossing streets; provides technical and artistic services in the performing and visual arts programs; performs technical lighting and set design; plans and directs activities at a teen club for learning disabled teens; plans and supervises programs at playgrounds, community centers, etc.; supervises intermittent staff; plans and directs revenue producing programs such as mobile playground units, roller skating, etc.; gathers and prepares reports on projects; develops data and prepares graphic presentations; assists on the information counter by answering routine questions; performs other responsible clerical or technical activities, etc.

### MINIMUM QUALIFICATIONS:

Specialized training and experience is necessary for those jobs requiring specialized equipment operation in grounds and facility maintenance, specialized program leadership and supervision, technical clerical activities, etc.

NOTE: College degree is desirable for those positions involved in program leadership, coordination, and supervision in a program activity situation.