

The Maryland-National Capital Park and Planning Commission

Class Code 2001

CLASS TITLE: PROGRAM/FACILITY AIDE I, GRADE N01

CHARACTERISTICS OF THE CLASS:

Under immediate supervision, performs program and/or facility support duties of a relatively routine and repetitive nature. An incumbent in this class may be assigned to work in any of the following operational areas: General Maintenance, Enterprise, Interpretation and Conservation, Parks and Recreation, Horticulture and Forestry, General Administration, etc.

EXAMPLE OF DUTIES THAT ARE CHARACTERISTIC OF THE CLASS:

Cuts grass through the operation of mowers; collects trash from containers and dumps trash; digs trenches; loads and unloads equipment or supplies; cleans shops and facilities; assists in the construction and maintenance of exhibits at nature centers, museums, etc.; prunes trees and shrubs; pots and re-pots plants.

Implements safe skating practices at ice rinks; operates a cash register and/or ticket machine; answers telephone and deals with the public; records time of players on and off tennis courts or golf courses; starts players off at established times at golf courses or tennis courts; observes swimmers at pools to assure their safety; rescues bathers in distress and administers appropriate assistance; fuels aircraft and other vehicles; records number of patrons at parks and other facilities.

Answers telephone and routes calls; files materials by a predetermined classification; xeroxes materials as necessary; types simple and routine forms and materials.

Keeps records of attendance at a playground, camp, community center, etc.; distributes equipment to program participants; keeps scores during the course of a basketball, etc., games; participates in inventory supply and control; acts as lead worker in assisting program leader in the supervision of volunteer workers in a programs situation; under guidance of playground director, plans certain aspects of a program.

MINIMUM QUALIFICATIONS - No experience or training is necessary except for specialized skills (for example typing) or licenses/certificates (for example, Red Cross Life Saving Certificate) that are directly related to the job.

NOTE: High school level training is desirable for those positions that are involved in a program activity situation.