



TAHOE CITY PUBLIC UTILITY DISTRICT Job Description

Job Title: Parks Cashier
Department: Parks and Recreation
Supervised By: Parks Superintendent
FLSA Status: Non-Exempt
Revised as of: April 2015

JOB SUMMARY

Within a well-defined framework of established policies and procedures; perform a variety of unskilled, semi-skilled and skilled work at Wildlife Conservation Board (WCB) Lake Forest Boat Ramp kiosks; cashier, provide customer service, assist users, perform boat inspections per Tahoe Regional Planning Agency (TRPA) regulations and serve as campground host at Lake Forest Campground. Also, maintain, repair, enhance, preserve and protect assigned park and recreation facilities. Incumbent provides cashier, inspection and basic maintenance services at kiosks and campground during summer months (typically May through September), acting as active team member; working to provide a high quality product to the public with a commitment to the efficient and effective use of available District resources.

DISTINGUISHING CHARACTERISTICS

The Parks Cashier is a seasonal, entry-level classification.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the Parks Superintendent; and technical and functional supervision from a Senior Parks Operations Specialist.

ESSENTIAL FUNCTIONS

The duties listed 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 the position.

- Collect launch fees.
- Sell summer passes and TRPA “Tahoe Only” boat stickers.
- Collect, record and balance daily cash receipts from District maintained and operated facilities and maintain a daily journal of work activities.
- Collect data for TRPA use.
- Direct flow of facility users.
- Assist campground users.
- Perform basic maintenance and housekeeping on and around WCB Lake Forest Boat Ramp and Campground.

- Provide friendly customer service.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Establish and maintain effective working relationships with co-workers and all others contacted in the performance of assigned duties.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others including work release program participants.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Perform all other duties as assigned.

EMPLOYMENT STANDARDS

1. Knowledge of:

- Cash registers.
- Credit card transaction machines.
- Safe work practices.
- Principles and practices of customer service.

2. Ability to:

- Maintain routine records and logs.
- Work varied hours and shifts.
- Provide courteous and positive customer service.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Perform routine arithmetical calculations including addition, subtraction, multiplication and division.
- Communicate effectively, tactfully and positively in both oral and written form.
- Understand both oral and written instructions and carry out in a positive manner.
- Operate and use modern office equipment including computers and applicable software.
- Establish, maintain and foster positive working relationships with those contacted in the course of work.

EDUCATION AND TRAINING REQUIREMENTS

1. Education and Experience Requirements:

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to completion of the twelfth grade.

Experience: Some prior experience in cashiering and/or customer service is desirable.

2. Certification & Licensing Requirements:

- Possession of appropriate and valid driver's license and driving record that complies with District policy.

WORKING CONDITIONS

Work is performed in an outdoor field environment, subject to hot and cold temperatures, inclement weather, excessive noise, and exposure to chemicals, solvents, and dust. (See detailed Job Analysis for a more complete list of physical and mental requirements.)

Reviewed by: 

Date: 4/3/2015

Classified by: 

Date: 4/3/2015

Approved by: 

Date: 4/3/2015