



# Grand County

## Job Description

<b>Title:</b>	Sand Flats Apprentice	<b>Job Code:</b>	2518
<b>Division:</b>	Operations	<b>Effective Date:</b>	09/2017
<b>Department:</b>	Sand Flats Recreation Area	<b>Last Revised:</b>	

### GENERAL PURPOSE

Performs **entry level semi-skilled and unskilled duties** under a high school student "job training program". Performs guided day-to-day activities and functions promoting positive recreation experiences and the protection of the natural resources of the Sand Flats Recreation Area. This is a temporary position lasting from the end of February until the first week of June with a total of 230 hours of work for the season.

### SUPERVISION RECEIVED

Works under the immediate to close supervision of the Assistant Director/ Operations, Assistant Director/ Facilities, Sand Flats Director. May receive immediate to close supervision from a Lead Recreation Technician or a Recreation Technician II while in training or on a project-by-project basis.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

**Operations/Visitor Services:** Informs and educates a variety of user groups including bicyclists, motorcyclists, hikers, four-wheel drive and all-terrain vehicle users and campers about appropriate recreational use of the Sand Flats Recreation Area.

Assists in operation of fee collection booth, collects fees, and assists in preparation of remits and bank deposits.

Assists in campground compliance patrols and field fee collection.

Assists in backcountry patrols of trails on foot, in vehicles or on bicycles.

Provides or presents accurate information about Sand Flats Recreation Area including orientation, natural history, public lands management and regulations.

**Operations/Maintenance** Assists in installation and maintenance of visitor facilities such as campgrounds, toilets, information kiosks, vehicle barriers, signs and trails.

Assists in land management projects such as vegetative restoration, transplanting and long term monitoring.

Performs related duties as required.

### MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Sufficient education to demonstrate an aptitude to perform above and related duties;
- OR
- B. Sufficient experience to demonstrate the ability to perform those same duties.

2. Knowledge, Skills, and Abilities:

**Some knowledge** of Sand Flats and Moab area preferred.

**Skill** in customer service, basic math and money handling, working as part of a team, basic maintenance, outdoor safety.

**Ability** to work under busy, stressful conditions; provide excellent customer service, accurately handle money; communicate effectively with the public; follow established Sand Flats Recreation Area and County Policies and Procedures.

3. Special Qualifications:

- Must be at least 17 years of age and be a Grand County, Utah High School student.
- Must work a varied work schedule including holidays, weekends and after school.
- Must have Basic First Aid and CPR certification or ability to obtain within one month of hire (County will provide training if needed).
- Must complete a 90-day introductory/orientation period as a prerequisite to this position.
- Must successfully pass and maintain all requirements of criminal history background checks.
- Must successfully complete pre-employment drug screening.

4. Work Environment:

Performs manual labor daily. Must be able to lift at least 25 pounds. Work is performed outside primarily and conditions may include continuous exposure to dust, fumes, dampness, cold, heat, pollens and organic materials, insects, vibration shaking, bouncing and all types of weather conditions; potential exposure to biohazards- biological waste and garbage in toilet areas and campgrounds. May be stressful, busy and fast paced, with extensive public contact.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date \_\_\_\_\_  
(Employee)