



**LOCATION: John Martin Reservoir State Park**

**POSITION: Visitor Services/Maintenance Technician**

**PAY RATE: \$8.50 to \$12.00 depending on experience and job duties**

**HIRE DATE: Early to Mid April to August**

**Applications received before March 30 receive first consideration**

**DUTIES:**

A customer service based position that involves working in a visitor center greeting visitors, or may be assigned to work in the field in specialized duties as some parks. Daily interaction with park visitors requires effective communication and public relations skills. Specific Duties may include:

- Staff the park entrance station and/or Visitor Center.
- Provide information and assistance to visitors (distributes maps/ brochures, orients visitors to park facilities and amenities, promotes education programs, educate State Park regulations, etc.)
- Provide information to the boating and non-boating public.
- Sell parks passes, permits, books, maps, clothing, firewood and other novelties
- Sell gift certificates, search and rescue cards, boat registrations, OHV registrations and snowmobile registrations, fishing and hunting licenses at some locations.
- Answer telephones and transfer/take messages.
- Photo-copy and file documents
- Collect revenue, complete shift report, and balance shift box at end of each shift.
- Prepare campground reservations forms and documents.
- Document and report visitor complaints.
- Clean and perform light maintenance duties, including litter pick up.
- May assist with special events or programs within the park. .
- Conduct physical boat inspections and boater interviews. (This position will provide level 1 training for ANS boat inspections.
- Provide information and assistance to the boating public (distributes brochures, promotes ANS education, educates about State Park regulations, etc.)
- One position will be responsible for all revenue accounting and filing the monthly revenue report, the campground reservation system, and assisting the park manager with accounting and budgeting procedures. Experience in word and excel will be highly desirable.
- One position will assist in restroom and campsite cleaning activities

**REQUIREMENTS:**

- Must be at least 16 years of age.

- Must possess and maintain a valid drivers' license and provide a current motor vehicle report.
- Must work weekends, holidays, and varied shifts.
- Previous experience handling money and working with the public is helpful.
- Experience with Microsoft Office Suite (MS Word, Excel). Enter data into spreadsheets.
- May need to undergo criminal background investigation.
- First Aid and CPR certifications may be required for some positions.
- Possess strong interpersonal communication skills
- Ability to work with little or no supervision
- May be required to work the entrance station for an 8 hour shift and take lunch or dinner in the station.
- Must possess strong interpersonal skills.
- Must be able to work outdoors.
- Must be able to climb in and out of vessels and under trailers.
- Training in boat inspection methods will be provided.

### **PHYSICAL REQUIREMENTS:**

- This position will perform physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, speaking, and handling of materials. Ability to perceive color differences and to hear verbal and radio communications.

### **Uniforms**

The park may provide some uniform items. Employee will be required to purchase limited uniform items at their own expense.

### **WORK ACTIVITIES**

**Interacting with Computers** – Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information

Communicating with Supervisors, Peers, or Subordinates – Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person

**Processing Information** – Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.

**Making Decisions and Solving Problems** – Analyzing information and evaluating results to choose the best solution and solve problems.

**Getting Information** — Observing, receiving, and otherwise obtaining information from all relevant sources.

**Updating and Using Relevant Knowledge** — Keeping up-to-date technically and applying new knowledge to your job.

**Identifying Objects, Actions, and Events** – Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events. Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.

**Organizing, Planning, and Prioritizing Work** - Developing specific goals and plans to prioritize, organize, and accomplish your work

**Communicating with Supervisors, Peers, or Subordinates** — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

**Thinking Creatively** — Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions

**Interpreting the Meaning of Information for Others** – Translating or explain what information means and how it can be used.

**Analyzing Data or Information** – Identifying the underlying principles, reasons or facts of the information by breaking down information or data into separate parts.

#### **WORK CONTEXT**

**Electronic Mail** – How often do you use electronic mail in this job? Some positions use email.

**Freedom to Make Decisions** – How much decision making freedom, without supervision, does the job offer? A great deal

**Structured versus Unstructured Work** – To what extent is this job structured for the worker, rather than allowing the worker to determine tasks, priorities, and goals? Structured with some independence

**Telephone** – How often do you have telephone conversations in this job? Often

**Spend Time Sitting** — How much does this job require sitting? 50%

**Face-to-Face Discussions** – How often do you have face-to-face discussions with individuals or teams in this job? Almost Daily

**Importance of Being Exact or Accurate** — How important is being very exact or highly accurate in performing this job? Very important

#### **FOR APPLICATIONS AND INFORMATION CONTACT:**

John Martin Reservoir State Park  
719-829-1801 Office / 719-829-4980 Fax

[Anthony.Johnson@state.co.us](mailto:Anthony.Johnson@state.co.us)

[www.parks.state.co.us](http://www.parks.state.co.us)