



## NORTH TAHOE PUBLIC UTILITY DISTRICT SEASONAL JOB DESCRIPTION

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### **SEASONAL FEE COLLECTOR**

#### **THE POSITION**

Under the supervision of the Parks & Facilities Manager and Chief Financial Officer, Fee Collectors perform collection of parking fees, care and maintenance of site area, accounting of fees, directs and controls parking, and issues parking citations within North Tahoe Public Utility District boundaries. Facilities include Kings Beach State Recreation Area, Coon Street Boat Launch Area, Tahoe Vista boat launch facilities, Conference Center, and North Tahoe Regional Park.

The District has implemented a wage structure that accommodates the less experienced as well as more skilled workers with an opportunity for raises as higher skills and experience are developed on the job. This has been implemented with the hope that seasonal workers will be retained throughout the season and will return the following year.

#### **EXAMPLES OF DUTIES**

- Imperative to present positive image to the public on behalf of the District
- Collect user fees and make change from public park visitors; prepare bank deposits
- Maintain accurate records of vehicles and revenues
- Keep records, account for sales, and prepare reports
- Follow oral and written instruction
- Demonstrate positive public relations skills
- Willingness to work with park and facility visitors by informing and assisting
- Maintain site area that may include picking up miscellaneous trash and reporting any maintenance problems

#### **MINIMUM QUALIFICATIONS**

##### **Education and Experience:**

High School Diploma or GED; experience with fee collection and public relations skills will determine the starting step according to the NTPUD Seasonal Wage Scale.

### **Necessary Knowledge, Skills and Abilities:**

1. Some knowledge of the methods, calculation, materials and equipment necessary for parking fee collection.
2. Ability to follow oral and written instruction.
3. Ability to maintain accurate records.
4. Ability to demonstrate positive public relations skills.

### **ESSENTIAL JOB SKILLS**

Ability to pass a pre-employment physical examination including lifting, bending, reaching, stooping and endurance; ability to work outdoors with possibility of extreme temperature changes, dust, and plant pollen; sometimes working under pressure.

### **TOOLS AND EQUIPMENT USED**

10-key calculator, phone, cell phone.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with Americans with Disabilities Act (ADA) requirements. On a case-by-case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear; frequently lift, carry, drag and push objects of varying shapes and sizes, bend, twist, The employee is occasionally required to climb or balance, use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must regularly lift and/or move 15-35 pounds and occasionally up to 40 lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to dust, noise, pollens, and fumes, weather extremes, and biological wastes.

**LICENSE**

Possession of a valid California or Nevada Driver's License with driving record satisfactory to the District and the District's insurance carrier.

Approval: \_\_\_\_\_  
                  General Manager/CEO

Effective Date: \_\_\_\_\_

Revision History:

Version: \_\_\_\_\_

Effective Date: \_\_\_\_\_