

# **Nevada Division of State Parks**

## **Seasonal Orientation**

### **Outline**

*October 2012*

I. **Brief Park History / Pertinent Facts:**

- A. Date Park was established / brief overview of history
- B. Park Size / Description of Facilities
- C. Any relevant, park specific details

II. **Employees Role / Responsibilities**

- A. Public Relations
- B. Chain of Command
- C. Individual Responsibilities
  - 1) Job Duties
  - 2) Work Schedule
  - 3) Timesheets (refer to *time sheet manual*)
  - 4) Telephone procedures (limit personal cell calls)
  - 5) Employee Paperwork
  - 6) Work Performance Standards/Evaluations
  - 7) Uniforms
  - 8) *On-line verification of acceptance and denial of health insurance (any open enrollment changes must be communicated to supervisor so appropriate changes can be made).*

III. **Public Safety**

- A. Radio Procedures
- B. Park Regulations
- C. Emergency Procedures
  - 1) Fire (including Fire extinguisher locations)
  - 2) Medical Emergency
  - 3) Missing Persons
  - 4) Law Enforcement
  - 5) Motorist Assists
  - 6) Witness Statement forms if used by seasonals.

IV. **General Safety**

- A. Vehicle Use
  - 1) Vehicle logs must be filled out DAILY
  - 2) Engine oil to be checked DAILY
    - a) Monthly mileage and inspect for damage
  - 3) Accidents MUST be reported at the time of incident
- B. Tools
- C. Blood Borne Pathogens
- D. Infectious Diseases
- E. Hazardous Materials (location of MSDA station)
- F. Lifting (video available)

- G. Confined Spaces
- H. Personal Protective Equipment

- 1) Gloves MUST be used at all times when cleaning restrooms.
- 2) Eye protection MUST be used when using any power tools.

- I. C-1 and C-3 Forms
- J. Proper Reporting Procedures

V. **Maintenance**

A. Tools

B. Vehicles

- 1) Check Out Procedures
- 2) Proper Operation
- 3) Cleanliness
- 4) Fueling Procedures
- 5) Inspection procedures (Done monthly with submittal of log)

C. Facilities

- 1) Reporting Problems – Blue cards must be submitted to supervisor
- 2) Cleanliness
- 3) Emergency Shut Offs

VI. **General Park Operations**

A. Fee Structure

- 1) Permits
- 2) Donations

B. Lost & Found

C. Sexual Harassment (copy of policy, booklet, video w/ roster)

D. Use of Leave (explain annual, sick leave, comp time) (Annual leave payment policy)

E. Location of Policy Manual, Fee Manual, Park Operations Manual, and Other Pertinent Reference Sources.