



Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)		
Facilities and Development	Sr. Maintenance Aide	549-802-0996-901		
DISTRICT/HQ SECTION	WORKING TITLE	CBID		
District Facilities Management	Sr. Maintenance Aide	R12		
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT		
1802 Statewide Trail Crew	McClellan, CA	0		
STATE HOUSING (Check only if required)		IMMEDIATE SUPERVISOR		
☐ State Housing Required		Park Maintenance Chief II		
POSITION DESCRIPTION				
Under the direction of the Park Maintenance Chief II, the Senior Maintenance Aide will perform rough repair work and unskilled manual labor to complete special funded maintenance and resource management projects and provide daily support to contracted youth corps crews. The reporting location for this position is 4940 Lang Avenue, McClellan CA.				
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.				
ESSENTIAL FUNCTIONS:				
%	TASK/DUTIES			
40%	Roads and Trails Maintenance Project Management: This position will be responsible for implementing projects from their initiation to completion. Maintains daily logs of crew activity according to project funding and work completed. With direction from higher level permanent staff using specifications provided, works alongside seasonal employees, and contracted youth corps crews on trail construction tasks including pick and shovel work, cleaning drainage structures, loading and unloading of supplies, lifting, and moving heavy objects, removing debris from undergrowth and other unskilled manual labor tasks.			
40%	Equipment Operation and Maintenance: Operates a wide variety of vehicles including 4x4 pickup 1-ton and 2-ton trucks. Cleans and maintains mechanical equipment assigned to the work crew. Maintains inventory and track location of tools and equipment. Keeps vehicle logs up to date – turns in gas receipts monthly. With direction from higher level permanent staff using specifications provided.			
15%	Housekeeping: Keep work areas, project sites, spike camps, vehicles, shops, and other areas clean, orderly, and safe.			
MARGINAL FUNCTIONS:				
%	TASK/DUTIES			
5%	Performs other job-related duties as necessary for operational continuity.			
TYPICAL WORKING CONDITIONS				
This job includes the ability to perform a variety of heavy manual labor work to restore and maintain state park resources and facilities, and requires working outdoors in inclement weather conditions, smoky conditions related to prescribed fire, hiking over uneven and steep terrain, and carrying heavy loads. This position is required to travel Statewide for extended periods of time. The position also requires working nights, weekends, odd hours, and overtime to accomplish assigned tasks. This position is required to spike camp outside in remote sites throughout the California State Park system. Working hours are 0700 to 1730 Wednesday to Wednesday.				
Telework				
Position is not eligible for Telework.				



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SPECIAL REQUIREMENTS:

This position requires extensive travel and long-term project coordination at any State Park. This position is required to spike camp outside in remote sites throughout the California State Park system. This position requires a valid CA Driver's License.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

SUPERVISOR STATEMENT:

I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE

EMPLOYEE STATEMENT:

I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE