



Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field	Maintenance Aide (Seasonal)	549-917-0987-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Angeles District	Maintenance Aide	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Malibu	Malibu Creek SP, Malibu Lagoon SB, Leo Carrillo SP, Point Mugu SP	
STATE HOUSING (Check if applicable)		IMMEDIATE SUPERVISOR
☐ State Housing may be required.		Park Maintenance Chief I
POSITION DESCRIPTION		
Under the supervision of the Park Maintenance Chief I, with guidance from the Park Maintenance Supervisor, Park Maintenance Worker I, Skilled Laborer, and Park Maintenance Assistant, the Maintenance Aide will answer questions from the public, explain park rules and regulations, will operate light duty vehicles such as pick-up trucks and Gators, account for supplies used. The incumbent performs various housekeeping, groundskeeping, and minor maintenance repair tasks. This position completes miscellaneous reports, keeps facilities clean and performs general unskilled maintenance within the Angeles District. The reporting locations are Malibu Creek SP, Malibu Lagoon SB, Leo Carrillo SP, Point Mugu SP. The incumbent's work Hours will be from 7:00 a.m. to 3:30 p.m. Workdays will be five consecutive days with two consecutive days off.		
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	
45%	FACILITY HOUSEKEEPING: All the facilities will be kept neat and clean to standards as set in the Operations Manual. Historical grounds and buildings will be specially cared for to maintain the historical integrity of the unit. The incumbent will be qualified to use mops, brooms, squeeys, waxes, disinfectants, glass cleaners, vacuum cleaners, and other housekeeping items. Sanitize urinals, toilets, wash basins, drinking fountains and other fixtures as necessary, empty trash receptacles, picks up litter and debris from the park units.	
30%	FACILITY MAINTENANCE: Under supervision, the incumbent will assist permanent employees in doing unskilled structural repair work as required, such as tightening nuts and bolts on picnic tables and fences. Prep surfaces for painting. Maintenance Aides will also be required to use and maintain walk behind mowers, weed whips, blowers, leaf rakes, and various types of garden hand tools. Work duties may include planting, turf care, road, and Brush clearance as needed. No work will be done on Historical structures that would change the historical appearance.	
15%	EQUIPMENT MAINTENANCE: Assists in the maintenance of both small equipment and park vehicles; washes and waxes vehicles, inspects equipment before use to confirm that is in safe working condition and reports problems that might make equipment unsafe to use. The incumbent will keep all equipment clean and lubricated as needed, in a safe condition to operate.	
5%	ADMINISTRATION	



Duty Statement

	Attend and participate in staff and safety meetings. Prepare one's own attendance reports, vacation requests and other personnel related documents properly and submit in a timely manner. Read, understand, and comply with departmental policies, directives, organization, goals, and related correspondence. Inventory supplies when requested.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
TYPICAL WORKING CONDITIONS		
• Typical work activities involve frequent periods of bending, stooping, and lifting. • May have extensive exposure to dirt, dust, fumes, rain, unpleasant odors and/or loud noises. • May work in remote locations on uneven ground.		
TELEWORK DESIGNATION:		
This position is designated as not telework eligible.		
SPECIAL REQUIREMENTS:		
• Possession of a valid Class "C" Driver's License is required. • Read, write, and understand English.		
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