



## Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Maintenance Aide (Seasonal)	549-636-0987-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
North Coast Redwoods District	Maintenance Aide	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Eel River Sector	Standish Hickey State Recreation Area	
STATE HOUSING (Check if applicable)		IMMEDIATE SUPERVISOR
<input checked="" type="checkbox"/> State Housing may be Required		Park Maintenance Supervisor

### POSITION DESCRIPTION

Under the supervision of the Park Maintenance Supervisor, the Maintenance Aide will work daily in campground maintenance. Work locations include Richardson Grove State Park (RGSP), Benbow State Recreation Area (BSRA), Standish-Hickey State Recreation Area (SHSRA), and Sinkyone Wilderness SP (SWSP). The reporting location for this position is the SHSRA Maintenance Office.

**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%	<b>Housekeeping:</b> Inside facilities, clean toilets, sweep floors, scrub restroom floors as needed, fill all paper dispensers, clean ledges, empty trash and clean spider webs. Outside facilities, sweep roofs, remove all brush from around building, rake around buildings, clean spider webs from building.
25%	<b>Grounds:</b> Pick up litter; clean fire rings; rake parking spaces, campsites and around garbage containers; collect garbage; cut lawns with power push-mower/power riding mower; weed eat with power weed trimmer.
25%	<b>Maintenance:</b> Project work as assigned, including prune trees, cut wood. Assist Park Maintenance Worker with fence/split rail fence work, and painting facilities and roads. Vehicle operation and maintenance of 1-ton dump bed, septic pumper trailer, 3/4-ton 4x4 pick-up, including monthly vehicle inspections and washing of state vehicles.

### 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

Primarily working outdoors and travelling between park units. This is a uniformed classification; uniform standards may be found in the Uniform Handbook. Must be willing to work weekends and holidays as necessary. Prolonged standing, bending and sitting. Work inside and outside, in varying climates and temperatures. Transport equipment weighing up to 40 pounds. Frequent walking on even and uneven surfaces

### TELEWORK DESIGNATION:

This position is designated as not telework eligible

### SPECIAL REQUIREMENTS:

Possession of a valid class "C" Driver's License is required.

Housing is required for this position in order to fulfill the requirements of the job and is a condition of employment.



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Vehicle Operation/Maintenance of 1-ton dump bed, septic pumper trailer, 3/4-ton 4x4 pick-up, including monthly vehicle inspections and washing of state vehicles

**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