



## Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central	Senior Maintenance Aide (Seasonal)	549-722-0996-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Monterey District	Senior Maintenance Aide (Seasonal)	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Monterey Sector	2211 Garden Road, Monterey, CA. 93940	
STATE HOUSING (Check if applicable)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> State Housing may be required.		Park Maintenance Chief II
POSITION DESCRIPTION		
<p>Under direction of the Park Maintenance Chief II, the Senior Maintenance Aide is primarily responsible for safely performing routine maintenance duties as required as well as leads and assists in the training of other seasonal Maintenance Aides. Primary duties include but are not limited to coordinating and leading various essential housekeeping tasks necessary to ensure public health and Department standards; garbage collection; litter pick-up; equipment maintenance; and maintenance of facilities, roads, trails and grounds. Incumbent may be required to operate vehicles and various types of small equipment. This position works both independently and with direct supervision. The primary reporting location for this position is the Monterey District Maintenance Shop located at 2211 Garden Road, Monterey, CA. This position may be required to work at other locations throughout the Monterey Sector as assigned and based on operational needs. The Monterey sector includes but is not limited to Zmudowski State Beach, Moss Landing State Beach, Salinas River State Beach, Marina State Beach, Fort Ord Dunes State Park, Monterey State Beach, Carmel River State Beach, Point Lobos State Natural Reserve, and Lxshenta State Park.</p>		
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%	<b>FACILITY HOUSEKEEPING AND MAINTENANCE:</b> Ensures cleanliness, organization, and serviceability of public use areas, restrooms, shops, landscaped areas, employee areas, general gardening, litter pick up and trash disposal at all park units, tree limb removal, and other related work necessary to maintain the park setting. The incumbent will be responsible for maintaining the highest standards of cleanliness on all park properties, daily visual checks of sewer tanks by lifting sewer lids, minor unskilled repairs to public facilities like changing dispensers and tightening toilet seats.	
20%	<b>EQUIPMENT OPERATION AND MAINTENANCE:</b> Maintains and operates district vehicles and equipment such as vans, pick-up trucks and including 1 ton dump beds, mowers, and gasoline powered tools. Maintains all districts owned or operated equipment in accordance with manufacturer's recommendations, performs minor vehicle repairs such as changing flat tires, daily and monthly inspections, washing and waxing vehicle, reports all unusual conditions to the Maintenance Supervisor	
20%	<b>ADMINISTRATION:</b> Correctly and neatly completes personal attendance reports in a timely manner, assist with information gathering for facility inspections specifically Maximo and CAMP documents, vehicle inspections, work orders and repair requests related to the Monterey District Maintenance Program, attend district and sector safety and staff meetings as scheduled, assist in Equipment Program by completing appropriate acquisitions, survey, and disposition documents, monitor other agency documents such as Community Service Referral Program.	
15%	<b>RESOURCE MANAGEMENT:</b> Be proactive in preserving the natural and cultural resources of the State of California, work cooperatively with specialists and be mindful of resource preservation in all maintenance activities, work cooperatively with other agencies and fellow staff members in the event of fire, flood, or other natural disaster awareness of	



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	activities and situations possibly leading to pollution, erosion or other damage to State Park property and report such situations to proper command.	
<b>MARGINAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>5%</b>	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
<b>TYPICAL WORKING CONDITIONS</b>		
Travel throughout the district is required. May work in remote locations. Typical work activities involve frequent periods of bending, stooping, and lifting. Performs indoor and outdoor work, often in inclement weather. May have extensive exposure to dirt, dust, fumes, unpleasant odors, and/or loud noises. Must read, write and understand English.		
<b>TELEWORK DESIGNATION:</b>		
This position is designated as not telework eligible.		
<b>SPECIAL REQUIREMENTS:</b>		
Possession of a valid class C driver's license is required. Lifting objects up to 40 lbs. is required.		
<b>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.</b>		
<b>SUPERVISOR STATEMENT:</b> 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.		
<b>SUPERVISOR NAME (PRINT OR TYPE)</b>	<b>SUPERVISOR SIGNATURE</b>	<b>DATE</b>
<b>EMPLOYEE STATEMENT:</b> 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.		
<b>EMPLOYEE NAME (PRINT OR TYPE)</b>	<b>EMPLOYEE SIGNATURE</b>	<b>DATE</b>