



## DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field	Senior Maintenance Aide (Seasonal)	549-916-0996-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Angeles District	Senior Maintenance Aide	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Topanga Sector	Will Rogers State Historic Park	
STATE HOUSING		IMMEDIATE SUPERVISOR
Housing not available		Park Maintenance Supervisor
SENSITIVE POSITION DESIGNATION (Check if applicable)		
<input type="checkbox"/> Sensitive Position as designated by the Department per <a href="#">California Code of Regulation (CCR) 599.961</a>		
POSITION DESCRIPTION		
<p>This position will work under the supervision of the Park Maintenance Supervisor and be led by the permanent maintenance staff. The primary duties of this position include, but are not limited to performing various housekeeping, groundskeeping, and minor maintenance tasks within park grounds and facilities. Responsibilities include operating light vehicles, accounting for supplies used, completing miscellaneous reports, answering questions of the public and explaining park rules and regulations. The Senior Maintenance Aide (SMA) will keep facilities clean and perform general unskilled maintenance to ensure that public health and safety standards are maintained. The SMA will assist permanent maintenance staff members in more complicated repair and maintenance functions. The incumbent will act as a lead person for and assist with training of maintenance aides in park operations and can be called upon to lead volunteer workforce crews. The reporting location for this position is Will Rogers State Historic Park but the incumbent may also work at other park units within the Topanga Sector.</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</b> All facilities will be kept neat and clean as set by the Standards in the Department Operations Manual. Historical grounds and buildings will be specially cared for to maintain the historic integrity of the unit. This person will use brooms, mops, cleaners, disinfectants, and other housekeeping items. Senior Maintenance Aides will be required to use mowers, weed whips, blowers, rakes, shovels, and various lawn and garden hand tools for the purpose of planting, lawn renovating, road and trail maintenance, and brush clearance. All equipment will be kept clean and maintained in safe operating condition.	
30%	<b>FACILITY MAINTENANCE</b> Under supervision, the Senior Maintenance Aide will assist permanent staff in performing various maintenance repairs in the fields of plumbing, carpentry, electrical, painting, irrigation, and other miscellaneous tasks. This will include the use of hand and small power tools. No work will be done on Historical Structures that would change the historic appearance.	

<b>20%</b>	<b>EQUIPMENT MAINTENANCE</b> The Senior Maintenance Aide will assist in the maintenance of both small equipment and park vehicles, perform equipment inspections to confirm that it is in safe working condition, and report problems that might make equipment unsafe to use. All equipment will be kept clean, lubed as needed, and in a safe operating condition.	
<b>5%</b>	<b>RESOURCE MANAGEMENT</b> May assist other program areas and park units such as Visitor Services, Cultural/Natural Resources, Interpretation, Special Events, and Public Safety in tasks dependent upon operational needs.	
<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>		
Must be able to work indoors and outdoors in all weather conditions, including inclement weather. May have extensive exposure to dirt, dust, fumes, unpleasant odors and/or loud noises. May work in remote locations on uneven ground. Typical work activities involve frequent periods of bending, stooping and lifting. Must be able to work holidays, evenings, and weekends. This position is a uniformed classification and is required to maintain an appearance conforming to Department standards.		
<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 and a good driving record are required. Heavy physical work including lifting, pushing or pulling, digging may be 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>