



State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)		
Facilities & Development Divison	Park Maintenance Assistant (PI)	549-802-6766-902		
DISTRICT/HQ SECTION	WORKING TITLE	CBID		
District Facilities Management	Park Maintenance Assistant	R12		
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT		
Statewide Trail Crew	4940 Lang Ave, McClellan, CA 95652			
STATE HOUSING	IMMEDIATE SUPERVISOR			
State Housing is not available	Park Maintenance Chief II			
SENSITIVE POSITION DESIGNATION (Check if applicable)				
<input checked="" type="checkbox"/> Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961				
POSITION DESCRIPTION				
Under supervision of the Park Maintenance Chief II, the Park Maintenance Assistant (PI) will perform heavy manual labor, work with hand and power tools, perform miscellaneous unskilled tasks, repair work, maintain drainage structures; lead and train a crew of maintenance employees and youth corps and perform records tracking and submission of daily work tasks. The primary reporting location for this position is 4940 Lang Ave., McClellan, CA 95652. However, this position is required to work at other locations throughout the state as assigned based on operational needs. This position may be required to work nights, weekends and odd hours and overtime in accomplishment of assigned tasks. The incumbents work schedule is Wednesday-Wednesday ,7:00AM to 5:30PM.				
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			
30%	Assists with carpentry, painting, electrical, plumbing, masonry, roofing and other work in the maintenance, repair and construction of a wide variety of park facilities, utility systems, roads, trails and other miscellaneous facilities with supervision. Acts as a lead worker and may train less skilled employees or agency work crews in projects and rough repairs. Construct retaining walls, elevated turnpike, drain Lense, pedestrian puncheons, boardwalks, and bridges. Assist with planning advanced rigging operations and brushing and tree falling operations. Ensure all repairs and tasks performed with due regard to safety and sensitivity to the resource and meet applicable Federal, State and County codes. Perform trail construction and maintenance and repair activities. Participate in fire and disaster relief and repair activities.			
30%	Operate power tools, light trucks, utility vehicles, and various maintenance vehicles and equipment including, but not limited to power tools, chain saws, portable pumps, post hole diggers, sewer augers and generators in the performance of assigned duties. Maintain tools, equipment and work areas in a safe, clean and efficient condition. Maintain all State-owned or operated equipment in accordance with manufacturer's recommendations. Perform minor vehicle repairs, daily and monthly inspections.			
20%	Provide daily operational direction and assignment of seasonal employees and youth corps partners, assist in developing work plans, perform daily tracking, oversee daily tailgate safety meetings, assist in project line out, install and maintain Best Management Practices (BMP) for resource protection and health and safety on projects and in spike camps. Maintain and operate			

	functioning spike camps to meet departmental standards of cleanliness, sanitation and functionality.	
10%	Maintain the highest standards of cleanliness on all park facilities. Ensure the cleanliness, organization, and serviceability of historic buildings, public use areas, toilets, shops, sweep and maintain roads, service and employee areas by performing and/or directing litter pick up, vehicle washing, refuse collection/disposal and cleaning activities. Maintain ordered and sanitary spike camp in remote locations including dishwashing, wiping down surfaces, refilling water, collecting and splitting firewood, micro trash, setting up, securing, and maintaining camp and personal tents.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Submit VURs and Wex receipts, submit monthly timesheet, stay current on department required training. Knowledge of departmental health and safety policies and procedures including awareness and adherence to IIPP.	
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		
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 requires statewide travel 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.		
TELEWORK DESIGNATION:		
This position is designated as NOT Telework Eligible.		
SPECIAL REQUIREMENTS:		
Possession of a valid class C driver's license is required. Basic 32 wildland firefighting certificate desired.		
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