



Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal	Park Maintenance Assistant, PI	549-740-6766-902
DISTRICT/HQ SECTION	WORKING TITLE	CBID
San Luis Obispo Coast	Park Maintenance Assistant, PI	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Facilities Development	Hearst Castle Maintenance Complex	
STATE HOUSING (Check if applicable)		IMMEDIATE SUPERVISOR
☐ State Housing may be required.		Park Maintenance Chief III
POSITION DESCRIPTION		
The reporting location for this position is the Water Department office located at the Hearst Castle hilltop maintenance complex in San Simeon CA. Under supervision of the Park Maintenance Chief III, with direction in daily activities from the Water and Sewage Plant Supervisor, the incumbent will work primarily in the unskilled maintenance and repair of pools, water reservoirs and water treatment plant equipment. This position may work up to a maximum of 1500 hours per calendar year. The work schedule for this position is Sunday through Wednesday 6:30 AM - 3:00 PM and every other Thursday 6:30 AM - 3:00 PM. State Housing is not available for this position.		
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%	Daily Water Monitoring: • Read and record water used at designated water meters. • Monitor and record water reservoir levels. • Monitor and record water treatment plant parameters. • Monitor and record chlorine residuals, turbidities, pH and temperature of water samples at designated sites. • Read and record values of various flow meters. • Assist in unskilled pool maintenance.	
30%	Daily Water Treatment Assistance: • Replenishes water treatment chemicals as needed for the District's Water Sewage Plant Supervisor. • Operate light vehicles and equipment to perform duties as required. • Assist in performing manual tasks including minor plumbing and lift heavy objects.	
20%	Equipment Maintenance and Safety: • Assist in performing minor equipment maintenance and repairs under the direction of permanent Park Maintenance Personnel. • Wash and fuel vehicles. • Operate and maintain tools in a safe manner and participate in the district safety program. • Treatment plant facilities housekeeping, and yard maintenance.	
15%	Safety: • Participate in, and lead as directed, Safety Meetings and Tail Gate sessions. Survey your assigned area(s) for safety concerns and report them to your lead person. Report any accident or potential safety violations immediately, following departmental and district procedures.	



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MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Performs other job-related duties as necessary for operational continuity	
TYPICAL WORKING CONDITIONS:		
Work involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Outdoor work is common. Typical work activities involve frequent and prolonged periods of standing, walking and sitting.		
SPECIAL REQUIREMENTS:		
Adherence to DPR uniform and grooming standards. Must possess a valid class C drivers license and maintain a good driving record.		
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