



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern Field Division	Park Maintenance Assistant	549-649-6766-902
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Northern Buttes District	Park Maintenance Assistant (Permanent Intermittent)	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Lake Oroville Sector	400 Glen Drive, Oroville, Ca 95966	
STATE HOUSING		IMMEDIATE SUPERVISOR
Housing not available		Park Maintenance Chief II/I
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		
<p>The Park Maintenance Assistant works under the supervision of the Park Maintenance Chief II/I, if absent, the Park Maintenance Supervisor, and is led by Park Maintenance Workers. The reporting location is the District Maintenance Shop located at 400 Glen Drive, Oroville CA 95966. The normal work hours are from 7:30AM to 4:00PM; five days per week, with varied shifts on holidays and during special events. The incumbent may be assigned to work at other locations throughout the district as needed. The Park Maintenance Assistant will do routine cleanup and unskilled maintenance; performs various housekeeping, grounds keeping and minor maintenance tasks; answers routine questions from the public as necessary; completes miscellaneous reports; leads and trains less experienced maintenance personnel in housekeeping and minor grounds work. May lead a crew of seasonal employees, docents or inmate crews doing cleanup and other unskilled work during peak seasons.</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%	Facility Maintenance Clean restrooms, showers, campgrounds, picnic sites and other facilities. Safely apply various cleaning agents by reading and understanding the Material Safety Data Sheets to ensure proper use and storage of cleaning supplies. Picks up and hauls garbage and trash; replaces light bulbs; clears sidewalks and parking lots of debris and/or sand; picks up litter in day use areas, campgrounds, trails, parking lots, roads and beaches; operates vacuum cleaners, backpack blowers and uses brooms, mops, buckets, ladders, extension poles, and litter pickup tools. Complete inventories and stocks restrooms and other use facilities. Load, unload and handle building materials and other supplies. Assist in the care and maintenance of trees, shrubs, lawns, and other vegetation. Complete trail improvement and cleanup work including culvert clearing. Assists park maintenance employees with the more complex maintenance projects including but not limited to painting, trail construction and maintenance, plumbing and carpentry projects. May assist local and state firefighting personnel with regards to structural and forest fires.	
25%	Equipment Operation and Maintenance Drive light-weight vehicles and operate a variety of maintenance equipment including, but not limited to; power tools, hand tools, leaf blowers, pressure washer, lawn mowers (riding and	

	push/self-propelled) and weed eaters. Maintain tools, equipment and work areas in a safe, clean and efficient condition. Perform minor maintenance on light vehicles, small tractors and mowers.
15%	Administration Properly complete purchase documents (including Purchase Orders, CalCard and Service Agreements), vehicle logs, vehicle safety checklists and timesheets. Ensures miscellaneous reports are submitted in accordance with deadlines. Accurately fills out and turns in monthly work orders as required. Participate in mandated Tailgate Safety meetings. Answer routine questions from the public as necessary. Participate in applicable training and meetings as required.
10%	Housekeeping Lead, train and assist a crew of seasonal maintenance personnel routinely performing housekeeping, grounds keeping and other unskilled work. Maintain the highest standards of cleanliness of 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.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	Safety Attends, conducts, and participates in tailgate safety meetings. Documents training and safety meetings as required by applicable laws, rules, and regulations. Wear appropriate safety equipment, as required. Carries out assignments and maintains work areas in accordance with established safe job practices. Isolates and/or immediately corrects any problem posing a hazard to visitors or employees and notifies supervision of same. Attends and participates in specific on-the-job training and training courses required by job classification or supervisor.
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	
Outdoor work is common. The incumbent's work will involve moderate exposure to a full range of environmental conditions, varying terrain, unusual elements and inclement weather. This includes extreme temperatures; cold, windy, wet and muddy conditions; hot, dry, muggy or unpleasant conditions; exposure to dirt, dust, fumes, smoke, unpleasant odors and loud noises. This will require the incumbent to work in old/abandoned structures; around sewage and trash; along lakes, creek banks, wetlands, rocks, brush, and in remote locations. Typical work activities involve frequent and prolonged periods of standing and walking. The position requires heavy physical work; heavy lifting, pushing or pulling of objects up to 60 pounds. The incumbent will use their hands and power tools applicable to the position and as necessary to complete various tasks. May entail muscular strain, including walking, standing, stooping, sitting, kneeling, squatting, bending, twisting, lifting, carrying and reaching on uneven and slippery surfaces. The incumbent must have the ability to climb stairs/inclines, walk or traverse even and uneven terrain for extended or prolonged periods of time, and walk on variable surfaces. Requires the use of safety equipment such as hard hats, safety glass, safety boots, gloves, ear protection and respirators. The work environment involves some exposure to hazards or physical risks, which require following basic safety precautions, listening effectively, following instructions and the ability to perceive hazards to the public, structures and exhibits to ensure safety while complying with Department policy, demonstrating adaptability and effectively communicating.	
TELEWORK DESIGNATION:	
This position is designated as NOT Telework Eligible.	
SPECIAL REQUIREMENTS:	
Possession of a valid Class "C" Driver's License is required.	

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