



## DUTY STATEMENT

<b>DIVISION</b>	<b>CLASSIFICATION</b>	<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b>
Northern	Maintenance Aide (Seasonal)	549-691-0987-901
<b>DISTRICT/HQ SECTION</b>	<b>WORKING TITLE</b>	<b>CBID</b>
Gold Fields	Maintenance Aide	R12
<b>SECTOR/HQ UNIT</b>	<b>REPORTING LOCATION</b>	<b>INCUMBENT</b>
Auburn Sector	Auburn State Recreation Area	
<b>STATE HOUSING: (Check one)</b>		<b>IMMEDIATE SUPERVISOR</b>
<input type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required <input checked="" type="checkbox"/> Housing is not available		Park Maintenance Supervisor
<b>SENSITIVE POSITION DESIGNATION: (Check if applicable)</b>		
<input type="checkbox"/> Sensitive Position as designated by the Department per <a href="#">California Code of Regulation (CCR) 599.961</a>		
<b>POSITION DESCRIPTION</b>		
<p>Under the supervision of the Park Maintenance Chief I, the Maintenance Aide will perform various manual labor tasks across the Park Facility. The reporting location for this position is the maintenance shop located at 501 El Dorado Street, Auburn, California. This position may be required to work weekends and holidays. Work shifts may be eight (8) or ten (10) hours in length depending on the season. Uniforms are required and will be provided by the employee at their expense.</p>		
<b>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.</b>		
<b>ESSENTIAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>45%</b>	<b>FACILITY MAINTENANCE</b> Primary responsibilities include the maintenance and repair of facilities and trails located throughout Auburn State Recreation Area (ASRA). Maintenance duties include housekeeping, (trash pickup and chemical toilet pumping), trail maintenance and morning opening/evening closing and determination on rain closures.	
<b>30%</b>	<b>RESOURCE MANAGEMENT</b> This position performs resource management projects including roads and trail closures utilizing fencing and mulching. Installs and repairs fences, prunes vegetation, and installs signs. Also performs erosion control work by placing mulch, straw waddles, and dead brush.	
<b>10%</b>	<b>VISITOR CONTACT</b> Interacts with the public answering questions and providing written park information.	
<b>10%</b>	<b>ADMINISTRATION</b> The Maintenance Aide is responsible for completing and submitting a report of hours worked during scheduled periods. The Maintenance Aide will review time report for accuracy and sign. Time sheets are due by the 1st of every month worked.	
<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.	

**TYPICAL WORKING CONDITIONS**

The incumbent will work primarily outdoors and may be exposed to extreme weather conditions (extreme highs and lows).

**TELEWORK DESIGNATION**

**This position is designated as: (Check one)**

Telework Eligible – Office Centered     Telework Eligible – Remote Centered     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