



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Park Maintenance Assistant (PMA) (Permanent Intermittent)	549-696-6766-902
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Gold Fields	Park Maintenance Assistant	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Folsom Sector	Folsom Lake State Recreation Area	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required <input checked="" type="checkbox"/> Housing is not available		Park Maintenance Chief 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>Under the supervision of the Park Maintenance Chief I, this position provides support for the maintenance, cleanliness, and safe operation of park facilities within the Folsom Lake Sector. The role contributes to ensuring facilities and surrounding areas are maintained in a safe, functional, and visitor-ready condition. This position supports general maintenance operations, equipment upkeep, and overall Park functions while promoting a safe work environment. Work may involve the use of various tools, vehicles, and equipment, and may require performing duties from ladders or other access equipment.</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%	HOUSEKEEPING: Responsible for the daily housekeeping duties in the Park's facilities. Duties will require that maintenance of these facilities be safe, sanitary, clean, attractive and in functional condition. Performs general cleaning tasks including but not limited to raking, sweeping, dusting, vacuuming, mopping, wiping, waxing, and polishing of floors and other surfaces. Scrubs toilets, urinals, shower stalls, washbasins, drinking fountains, and other fixtures. Picks up, collects, and properly disposes of litter, refuse, trash, ash from barbeques and fire rings and other debris. Cleans and fills soap, toilet paper, towel, and other dispensers. Removes graffiti and other foreign objects from facilities. Uses and maintains housekeeping tools and equipment in good working condition, including mops, brooms, squeegees, and brushes, to support safe and efficient operations. Properly stores, handles, and uses cleaning agents and chemicals in accordance with safety guidelines.	
35%	FACILITY/RESOURCE MAINTENANCE: Makes minor repairs and performs semi-skilled tasks on the various facilities such as changing burned out light bulbs, preparing surfaces for painting and tightening loose nuts and bolts. May assist with general maintenance and construction-related projects, including groundskeeping, trail work, carpentry, painting, plumbing, electrical, masonry, and other related skilled trades activities. Operates only the tools, vehicles, and equipment for which employee has been properly trained and checked out. Identifies and promptly corrects safety hazards and reports all hazards to the	

	supervisor. Replaces damaged signs and installs new signage in support of the unit's boundary and regulatory signing program.	
10%	ADMINISTRATIVE FUNCTIONS: Attends and participates in staff and safety meetings and completes required training, including defensive driving and job-related training programs. Prepares and submits attendance reports, leave requests, and other personnel-related documents accurately and in a timely manner. Reads and understands departmental policies, directives, organization, goals and related correspondence. Inventories supplies as requested and, with supervisor approval, procures materials using appropriate purchasing procedures in accordance with established guidelines and regulations. Notifies supervision of potential safety concerns involving seasonal personnel.	
10%	EQUIPMENT MAINTENANCE: Assists with cleaning and maintaining vehicles and equipment as needed, completes required monthly inspections, reports deficiencies to appropriate staff, and provides recommendations for equipment needs and replacements.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
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		
Frequent standing; working in extreme weather conditions.		
TELEWORK DESIGNATION		
This position is designated as: (Check one)		
<input type="checkbox"/> Telework Eligible – Office Centered <input type="checkbox"/> Telework Eligible – Remote Centered <input checked="" type="checkbox"/> Not Telework Eligible		
SPECIAL REQUIREMENTS:		
Possession of a valid class C driver's license is required.		
<p>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.</p>		
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