



## DUTY STATEMENT

<b>DIVISION</b>	<b>CLASSIFICATION</b>	<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b>
Central Division	Maintenance Aide (Seasonal)	549-673-0987-901
<b>DISTRICT/HQ SECTION</b>	<b>WORKING TITLE</b>	<b>CBID</b>
Central Valley District	Park Maintenance Aide	R12
<b>SECTOR/HQ UNIT</b>	<b>REPORTING LOCATION</b>	<b>INCUMBENT</b>
Calaveras	Railtown 1897 State Historic Park	
<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>This position reports to and works under the leadership of the Park Maintenance Supervisor. The reporting location is Railtown 1897 SHP, Jamestown, CA. The main function of the Maintenance Aide is to operate under general supervision, and perform a variety of manual labor work including cleaning restrooms, picking up garbage, raking, shoveling, weed trimming, loading/unloading, stacking, removing debris, brush, refuse, scrap lumber, and rubble to maintain State property. Maintains grounds using weed trimmers, mowers, hand tools and personal protective equipment to maintain lawns, firebreaks, native vegetation and trails. Incumbents should possess the physical agility and strength to routinely perform the required heavy, physical tasks. This position is required to work weekends and holidays.</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>40%</b>	<b>Facility Housekeeping</b> Cleans restrooms, park facilities, public use areas and offices, mops, vacuums, dusts, empties 35 gallon trash receptacles, load/unload full trash bags for disposal, pick-up litter throughout park.	
<b>35%</b>	<b>Groundskeeping / Facility Maintenance</b> Assists in the maintenance, repair and construction of a wide variety of structures, roads, and facilities throughout the park. Maintains and irrigates lawns throughout the park including weed trimming, mowing, sweeping, raking, maintaining trees, shrubs, and gardens.	
<b>10%</b>	<b>Equipment Maintenance</b> Operates and maintains a variety of vehicles, equipment, tools, etc. Used in maintenance, grounds keeping and housekeeping functions. Performs monthly vehicle inspections and washes vehicles as needed.	
<b>10%</b>	<b>Administration / Training / Safety</b> Maintains cooperative relationships with the public, volunteers, and co-workers. Completes timesheet, write routine reports and maintain records. Attends and participates in safety meetings and training sessions. Maintains and wears appropriate safety equipment for tasks. Carries out assignments and maintains work areas in accordance with established safe job practices. Reports and/or immediately corrects any problems posing a hazard to customers or employees.	

<b>MARGINAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>5%</b>	Other job-related duties as assigned and necessary for operational continuity. Prepares administrative paperwork to meet operational needs.	
<b>TYPICAL WORKING CONDITIONS</b>		
Works outdoors in various types of weather including unpleasant conditions (e.g. inclement weather, around human waste, loud, dusty, etc.). Works in sometimes hazardous situations (e.g. near raw sewage, cleaning chemicals, etc.). Works in elevated heights, near fast and heavy moving machinery, near rail and road traffic.		
<b>TELEWORK DESIGNATION</b>		
<b>This position is designated as: (Check one)</b>		
<input type="checkbox"/> Telework Eligible – Office Centered <input type="checkbox"/> Telework Eligible – Remote Centered <input checked="" type="checkbox"/> Not Telework Eligible		
<b>SPECIAL REQUIREMENTS:</b>		
Possession of a valid class C driver's license is required.		
Physical Abilities: Ability to perform manual labor (e.g. digging, trenching, lifting, carrying, loading/unloading), Requires repetitive movement of heavy objects, Ability to walk across uneven terrain in both uphill and downhill conditions (including crossing rails) to perform the duties associated with the job, Stand, squat, stoop, kneel, or sit for long periods of time (up to two hours) to perform the duties associated with the job.		
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.		
<b>SUPERVISOR STATEMENT:</b>		
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.		
<b>SUPERVISOR NAME (PRINT OR TYPE)</b>	<b>SUPERVISOR SIGNATURE</b>	<b>DATE</b>
<b>EMPLOYEE STATEMENT:</b>		
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.		
<b>EMPLOYEE NAME (PRINT OR TYPE)</b>	<b>EMPLOYEE SIGNATURE</b>	<b>DATE</b>