



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central	Park Maintenance Assistant	549-732-6766-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Central Valley District	Park Maintenance Assistant	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Facilities Development	Columbia SHP	
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 Supervisor
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 supervision of the Park Maintenance Supervisor, 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 doing cleanup and other unskilled work during peak seasons. The work schedule will be Tuesday-Saturday from 7:00am-3:30pm. The reporting location is Columbia Maintenance Shop 22670 Main St. Columbia, Ca. 95310</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	
45%	Facility Maintenance Cleans restrooms, showers, campgrounds, picnic sites and other facilities. Safely applies various cleaning agents by reading and understanding the Safety Data Sheets to ensure proper use and storage of the 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 the 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. Completes inventories and stocks restrooms and other use facilities. Loads, unloads and handles building materials and other supplies. Assists in the care and maintenance of trees, shrubs, lawns, and other vegetation. Completes 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 Drives light-weight vehicles and operates 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. Maintains tools, equipment and work areas in a safe, clean and efficient condition. Performs minor maintenance on light vehicles, small tractors and mowers.	

15%	<p>Administration Properly completes vehicle logs, vehicle safety checklist and timesheets. Assures miscellaneous reports are submitted in accordance with deadlines. Accurately fills out and turns in monthly work orders as required. Participates in mandated Tailgate Safety meetings. Answers routine questions from the public as necessary.</p>	
10%	<p>Housekeeping Leads trains and assists a crew of seasonal maintenance personnel performing routine housekeeping, grounds keeping and other unskilled work</p>	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and training courses and prepare administrative paperwork to meet operational needs.	
TYPICAL WORKING CONDITIONS		
Typical work activities involve frequent periods of bending, stooping and lifting. May have extensive exposure to dirt, dust, fumes, unpleasant odors and/or loud noises. May work in remote locations.		
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. May require heavy physical work including, lifting, pushing or pulling.		
<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