



## DUTY STATEMENT

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| <b>DIVISION</b>   | <b>CLASSIFICATION</b>   | <b>POSITION NUMBER<br/>(Agency-Unit-Class-Serial)</b> |
| Central Field Division  | Maintenance Aide (Seasonal)   | 549-670-0987-901                                      |
| <b>DISTRICT/HQ SECTION</b>  | <b>WORKING TITLE</b>  | <b>CBID</b>   |
| Capital District  | Maintenance Aide  | R12   |
| <b>SECTOR/HQ UNIT</b>   | <b>REPORTING LOCATION</b>   | <b>INCUMBENT</b>                                      |
| Facilities Development  | Capital District  |   |
| <b>STATE HOUSING: (Check one)</b>   |   | <b>IMMEDIATE SUPERVISOR</b>                           |
| <input type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required<br><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 Supervisor, the Maintenance Aide performs a variety of manual labor work in raking, shoveling, loading, unloading, stacking, and removing debris, brush, refuse, scrap lumber, and rubble to prepare or maintain State property; works on garbage pickup crew; maintains and operates light vehicles; cleans restrooms and other facilities; picks up litter; and washes windows. This position reports to 111 "I" Street near the California State Railroad Museum in Old Sacramento but may be assigned to work at other locations throughout Capital District. Employee hours will be 7am to 3:30pm. This position requires working evening events, holidays, and weekends. This position is not to exceed 1500 hours within 12 consecutive months.</p> |   |   |
| <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></p>   |   |   |
| <b>ESSENTIAL FUNCTIONS:</b>   |   |   |
| <b>%</b>  | <b>TASK/DUTIES</b>  |   |
| <b>40%</b>  | <p><b><u>HOUSEKEEPING</u></b><br/>           Perform approved daily housekeeping duties in the district's facilities required to maintain these facilities in a safe, sanitary, clean, attractive, and functional condition as directed. Typical tasks include but are not limited to sweeping, dusting, vacuuming, mopping, wiping, waxing, and polishing floors and other surfaces. Scrub toilets, urinals, shower stalls, wash basins, drinking fountains, and other fixtures. Pick up, collect, and properly dispose of litter, refuse trash, and other debris. Clean and fill soap, toilet paper, towels, and other dispensers. Clean and polish glass, windows, brass surfaces, display cases, exhibits, displays, furniture and furnishings, mirrors, artifacts, and other museum objects, signs, and equipment. Remove graffiti and other foreign objects from facilities. Use and maintain in good working condition all housekeeping implements such as mops, brooms, squeegees, brushes, etc. Properly store and use various cleaning agents and chemicals in a safe manner. Assist with inventorying housekeeping supplies.</p> |   |
| <b>40%</b>  | <p><b><u>FACILITIES MAINTENANCE</u></b><br/>           Makes minor repairs and assists with semi-skilled tasks on the various facilities such as changing burned-out light bulbs, preparing surfaces for painting, tightening loose nuts and bolts, and lubricating doors, windows, locks, and hardware. Assist skilled workers in performing carpentry, painting, plumbing, electrical, masonry, and other construction craft-related skills projects. Mow, weed, irrigate plants, fertilize, prune, and trim various grasses, trees, and other vegetation. Operate only the tools, vehicles, and equipment that you have been properly trained and checked</p>  |   |

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|   | out on. Recognize and immediately correct within your capabilities any safety hazards; reports all hazards to the supervisor.   |             |
| 15%   | <b>EQUIPMENT</b><br>Perform safety checks on all equipment before use. Cleans washes and waxes vehicles. Will be responsible for maintaining hand and power tools cleaning and ensuring proper operating condition and properly storing and securing. Maintains and updates vehicle and equipment safety logs.  |             |
| %   |   |             |
| <b>MARGINAL FUNCTIONS:</b>  |   |             |
| %   | <b>TASK/DUTIES</b>  |             |
| 5%  | Other job-related duties as assigned and necessary for operational continuity. Attend and participate in staff and safety meetings. Prepare his/her attendance reports, vacation requests, and other personnel-related documents properly and submit in a timely manner. Read, understand, and comply with departmental policies, directives, organization, goals, and related correspondence. Inventory supplies when requested. Familiar with the general operation of a personal computer. Good verbal and written communication skills, ability to comprehend job assignments. Employee must provide the best customer service possible |             |
| <b>TYPICAL WORKING CONDITIONS</b>   |   |             |
| Ability to bend, stoop, lift, sit and stand for long periods of time. Walk distances on uneven surfaces and outside. This position requires performing various tasks from using ladders, scaffolding, lift vehicles, etc., climbing stairs, equipment, displays, and other structures, kneeling and bending, and crawling into areas of limited access. Lift up to 25 lbs.  |   |             |
| <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>  |   |             |
| Occasional travel may be required. Possession of a valid driver's license is required when operating a state owned or leased vehicle  |   |             |
| <p><b>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></p> |   |             |
| <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> |
|   |   |             |