



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Field Division	Senior Maintenance Aide (Seasonal)	549-670-0996-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Capital District	Senior Maintenance Aide	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Facilities Development	111 "I" Street, Sacramento	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Park Maintenance Supervisor
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
The Senior Maintenance Aide (Seasonal) leads seasonal Maintenance Aides in performing unskilled maintenance work; coordinates and leads the activities of seasonal housekeeping and conservation crews in cleanup and maintenance of State facilities; gives instruction in the safe and proper use of tools and housekeeping supplies; inspects completed work for quality control and conformance to established standards; maintains and operates light vehicles; trains lower-level seasonal employees; and may assist permanent maintenance workers in unskilled maintenance tasks at park facilities. The Senior Maintenance Aide 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.		
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%	<u>HOUSEKEEPING</u> 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	
40%	<u>FACILITIES MAINTENANCE</u> 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. This position requires performing various tasks using ladders, scaffolding and lift vehicles. Operate only the tools, vehicles, and equipment that you have been properly trained and checked out on. Recognize and immediately correct within your capabilities any safety hazards; report all hazards to the supervisor.	
10%	<u>EQUIPMENT MAINTENANCE</u> 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.	
5%	<u>ADMINISTRATION</u> 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. Follow Department standards for grooming and uniform compliance. Familiar with the general operation of a personal computer. Good verbal and written communication skills, ability to comprehend job assignments.	
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		
May work in an office or warehouse (museum facility) setting or outdoors in unpredictable climates. Ability to bend, stoop, lift, sit, and stand for long periods of time and walk distances on uneven surfaces. Lift up to 25 lbs.		
TELEWORK DESIGNATION		
This position is designated as: (Check one)		
☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible		
SPECIAL REQUIREMENTS:		
Occasional travel may be required. Possession of a valid driver's license is required when operating a state owned or leased vehicle.		
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