



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field Division	Senior Maintenance Aide (Seasonal)	549-742-0996-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
San Luis Obispo Coast District	Senior Maintenance Aide (Seasonal)	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Museum Sector	Hearst San Simeon State Historical Monument/ Hilltop Maintenance	
STATE HOUSING		IMMEDIATE SUPERVISOR
State Housing is not available		Restoration Supervisor II
SENSITIVE POSITION DESIGNATION (Check if applicable)		
<input type="checkbox"/> Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
<p>This position works under the supervision of the Restoration Supervisor II and the general direction of the lead workers. The reporting location is the hilltop maintenance office at Hearst Castle. Hearst San Simeon SHM is open 7 days a week. Working hours are 6:30 AM to 3:00 PM.</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	
30%	<p>Housekeeping</p> <p>Daily cleaning of offices, visitor use areas and public restrooms. Cleaning includes mopping, sweeping, vacuuming floors, washing walls, scrubbing toilets and sinks, washing windows and mirrors, washing floors with floor machines. Duties also include removing trash bags from trash cans, dusting light fixtures, phones, furniture, walls, and baseboards. Operate light vehicles and equipment to perform duties as required. The employee will be required to perform manual tasks and lift heavy objects</p>	
20%	<p>Pool Maintenance</p> <p>Daily maintenance of two historic pools. Duties include taking daily P.H. and chlorine readings, operation of pool cleaning equipment and maintenance of the pool filter systems</p>	
20%	<p>Facility Maintenance</p> <p>Under supervision, assists in the completion of maintenance projects involving various trades including painting, carpentry, and plumbing. As Hearst Castle® is an historic facility, mindful consideration of the historic fabric is critical while performing assigned duties.</p>	
15%	<p>Equipment Maintenance and Safety</p> <p>Perform minor equipment maintenance and repairs under the direction of permanent Park Maintenance Personnel. Wash and fuel vehicles. Will be required to make monthly vehicle inspections and complete reports, logs and required forms and report all deficiencies immediately to your lead person. The employee will operate and maintain tools in a safe manner and participate in the district safety program</p>	

10%	Administration Acts as lead for Maintenance Aides and trains new Maintenance Aides when required.
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	
Work involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. A work environment involves some exposure to hazards or physical risks, which require following basic safety precautions. Requires moderate physical work; moderate lifting, pushing, or pulling	
TELEWORK DESIGNATION:	
This position is designated as NOT Telework Eligible.	
SPECIAL REQUIREMENTS:	
Must be 18 years of age or older and possess a valid California Class C Driver License. Must pass a background investigation at time of appointment. Must wear a prescribed uniform and adhere to DPR grooming standards. Must be willing to work weekends and holidays, if needed.	
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
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