



State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Division	Maintenance Aide (Seasonal)	549-681-0987-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Diablo Range District	Maintenance Aide	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Altamont Sector	Carnegie State Vehicular Recreation Area	
STATE HOUSING		IMMEDIATE SUPERVISOR
State Housing is not available		Park Maintenance Chief I
SENSITIVE POSITION DESIGNATION (Check if applicable)		
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
Under the direction of the Park Maintenance Chief I and as directed by maintenance lead staff, this position performs facility housekeeping, grounds equipment maintenance, and assists permanent staff in all areas of the facilities development function at Carnegie SVRA, Bethany Reservoir SRA, Alameda Tesla Property and other parks around the District as assigned. The reporting location for this position is the Maintenance Office at Carnegie SVRA, 18600 Corral Hollow Rd, Tracy, CA. Work hours are 0700 – 1730 four days per week, alternate schedules maybe accommodated due to operational needs. The Maintenance Aide is a seasonal position. Employees who work to support State Vehicle Recreation Areas (SVRAs) utilize the OHV Trust Fund and are responsible for appropriate use of the fund and to help ensure program transparency, accountability and compliance (TAC) goals are met.		
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%	FACILITY HOUSEKEEPING Performs daily interior and exterior housekeeping of the park entrance station, restrooms, campsites, day use areas and adjacent landscaped areas, cleaning as necessary. Housekeeping duties include litter pickup, sweeping, mopping, emptying trash cans, cleaning barbecues and fire rings, cleaning sinks, toilets, showers, windows, walls and counters, basic cleaning of office equipment, watering of flowers, shrubs and grass. Cleans roads and parking surfaces. Collects and disposes of refuse. Removes graffiti from buildings and structures. Washes signs, windows, and other structures. Stores and properly uses various cleaning agents and chemicals in a safe manner. Keeps MSDS sheets updated for chemicals used.	
30%	FACILITY MAINTENANCE Assists permanent maintenance staff in carpentry, plumbing and other maintenance projects, including painting, sanding and staining, cutting and installing metal or plastic pipe, road repairs, concrete work, installing drainpipes and culverts, digging, trenching, and installing signs. Participates in weekly tailgate safety meetings. Performs basic maintenance functions in the care and maintenance of various facilities. Maintains neat and clean storage areas. Ensures that flammable and hazardous materials are stored in a safe area and in compliance with all laws and regulations.	

15%	GROUNDKEEPING Assists with a variety of grounds work such as routine mowing, edging, trimming, weeding, and brush removal. Under direction, prunes trees and shrubs, plants trees and various other plant material and assists in repairs to the irrigation system. Operates and services light motorized equipment including lawn mowers, line trimmers and leaf blowers. Utilizes proper safety equipment and practices as trained. Adheres to proper and safe methods of fuel storage, fuel mixing procedures and disposal of dangerous or hazardous materials.	
10%	EQUIPMENT OPERATION AND MAINTENANCE Operates and performs minor maintenance to light vehicles and other equipment as directed. Completes vehicle and equipment logs and inspections. Reports unusual equipment conditions or repairs needed to the Sector Maintenance Chief or other appropriate staff. Cleans and maintains tools and equipment. Wears seat belt and obeys all traffic laws during vehicle and equipment use. Drives pickup trucks, gators or other light vehicles while completing duties. Washes and details park vehicles.	
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, loud noises, inclement weather, in old/abandoned structures and around sewage/trash or other unpleasant conditions. Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions. Ability to work in a variety of environments including cold, windy, wet, and muddy conditions, on unlevel terrain including creek banks, hills, rocks, etc. Typical work activities involve frequent and prolonged periods of standing and walking, bending, stooping, and lifting and may require heavy physical work including lifting, pushing or pulling.		
TELEWORK DESIGNATION:		
This position is designated as NOT Telework Eligible.		
SPECIAL REQUIREMENTS:		
Possession of a valid class C driver's license is required.		
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