



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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Division	Senior Maintenance Aide (Seasonal)	549-681-0996-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Diablo Range District	Senior 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, this position performs facility housekeeping, grounds and equipment maintenance, leads volunteers and crews in projects and maintenance service functions 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. 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	
35%	FACILITY HOUSEKEEPING Cleans campsites, picnic areas, restrooms, buildings, and other park structures. Collects and disposes of refuse. Removes graffiti from buildings and structures. Picks up litter from trails, grounds, along roadways and buildings. 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. Completes a variety of grounds work such as routine mowing, edging, trimming, brush removal, pruning trees and shrubs, plants trees and various other plant material and assists in repairs to the irrigation system. Leads, trains and oversees Maintenance Aides and park volunteers in housekeeping functions.	
30%	FACILITY MAINTENANCE Assists permanent staff with maintenance and repairs of carpentry, painting, electrical, plumbing, masonry, roofing and other work in the maintenance, repair and construction of a wide variety of park facilities, utility systems, roads, trails and other miscellaneous facilities and inspections of facilities for necessary repairs and cleanliness, reports the need for repairs to appropriate supervisor/lead person. Maintains fencing and firebreaks utilizing assistance of work crews. 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.	
20%	EQUIPMENT OPERATION AND MAINTENANCE Performs daily vehicle inspections, operates and performs minor maintenance to light vehicles and other equipment as directed. Cleans and maintains tools and equipment. Maintains all districts owned operated equipment in accordance with manufacturer's recommendations and reports all unusual conditions to the maintenance supervisor. Wears seat belt and obeys all traffic laws during vehicle and equipment use. Drives trucks, gators or other light vehicles in the course of completing duties. Under direction, operates and services light motorized equipment including lawn mowers, line trimmers and leaf blowers.	
10%	ADMINISTRATION AND SAFETY Attends staff meetings. Prepares monthly timesheets accurately and timely. Maintains an effective professional dialogue with the visiting public, sector staff, district, department divisions, partners, and volunteers. Follows the established chain of command to resolve problems, communicates needs and passes along needed information. Provides effective, courteous, and professional public information through all forms of communication. Keeps the Park Maintenance Chief, Sector Manager, and/or Supervising Ranger informed of issues that arise that are out of the ordinary as they relate to the duties of this position. Attends and participates in tailgate safety meetings and training sessions. Maintains and wears appropriate safety equipment for tasks, carries out assignments and maintains work areas in accordance with established safe job practices. Isolates and/or immediately corrects any problem posing a hazard to customers or employees. Shall report all injuries, even minor ones, to on-duty supervisors as soon as possible.	
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