



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Desert Field	Park Maintenance Assistant	549-954-6766-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Inland Empire	Park Maintenance Assistant	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Facilities Development	Mount San Jacinto State Park	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required <input checked="" type="checkbox"/> Housing is not available		Park Maintenance Chief II
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
<input checked="" type="checkbox"/> Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
<p>This position will work under the supervision of the Park Maintenance Chief II. The Park Maintenance Assistant (PMA) is responsible for routine cleanup and unskilled maintenance tasks. The PMA performs various housekeeping, groundskeeping, and minor maintenance duties, answers route questions from the public as necessary, completes miscellaneous reports, leads and trains less experienced maintenance personnel in housekeeping and minor groundwork. This position may also help oversee the Court Worker program for Mount San Jacinto State Park. The position may periodically be assigned to assist throughout the district per operational need. The incumbents schedule will be Sunday through Thursday, 7:00 AM to 3:30 PM. The reporting location for this position is Mount San Jacinto State Park Sector Office, 25905 Highway 243, Idyllwild, CA, 92549.</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	
40%	FACILITY MAINTENANCE Assists the Park Maintenance Worker I with the sector facility maintenance program, performs minor repairs to building and structures including sanding and painting, and assists with more complex maintenance projects such as plumbing, electrical, and carpentry repairs. Removes damaged picnic tables for repair work, and installs fire rings and barbeques. Replaces signs, performs public road work, digs trenches to repair systems, and assists during repair efforts. Hauls lumber and supplies to construction sites and places safety barriers at such sites. Uses various hand tools such as hammers, saws, chisels, pliers, wrenches, punches, and screwdrivers. Operates powered equipment, including air compressors, spray painters, pavement-cutting and marking equipment, chainsaws, lawnmowers, cement mixers, turbo torches, and other assigned rental equipment as assigned.	
30%	FACILITY HOUSEKEEPING Performs and leads seasonal staff in the proper housekeeping of facilities including restrooms, showers, campsites, picnic sites, group use areas, museums, administration and shop structures. Vacuums, mops, waxes floors, washes windows, and keeps vehicles clean. Dusts and cleans outdoor structures and interpretive displays and removes graffiti. Leads and directs the litter pickup, ash removal, trash collection, and disposal programs with the use of seasonal employees, volunteers, court workers, and community service workers.	
15%	RESOURCE PROTECTION	

	Clears culverts, clears fire breaks of debris, and performs weed abatement. Makes improvements to trails and performs erosion control. Works with California Department of Forestry and Fire Protection (CAL FIRE) crews on a variety of resource projects.	
10%	EQUIPMENT OPERATION AND MAINTENANCE Operates light- and medium-duty vehicles, including one-half-ton pickup trucks, three-quarter-ton pickup trucks, and one-ton flatbed trucks. Performs maintenance and repairs on small engines checking fluid levels prior to operating units, changes engine oil, replaces spark plugs, and cleans/replaces air filters. Replaces lightbulbs and wiper blades for vehicles, changes flat tires, and checks all areas of vehicle (tire pressure, fluid levels, blinkers, warning lights, etc.) to ensure safe vehicle standards and to confirm that vehicles are in good working order.	
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		
Outdoor work is common. Moderate exposure to unusual elements such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and loud noises. Moderate exposure to hazards and physical risk, which requires following basic safety precautions. Typical work activities involve frequent and prolonged periods of standing, walking, bending, and stooping. Required to lift/push/pull up to 60 pounds. Physical work is primary part of job.		
TELEWORK DESIGNATION		
This position is designated as: (Check one)		
<input type="checkbox"/> Telework Eligible – Office Centered <input type="checkbox"/> Telework Eligible – Remote Centered <input checked="" type="checkbox"/> Not Telework Eligible		
SPECIAL REQUIREMENTS:		
A valid California Driver's license is required with a good driving record. Must pass a medical evaluation.		
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