



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field	Senior Maintenance Aide (Seasonal)	549-912-0996-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Channel Coast District	Senior Maintenance Aide (Seasonal)	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Santa Barbara	El Capitan Maintenance Shop	
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 Supervisor
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>Under the supervision of the Park Maintenance Supervisor of the Santa Barbara Sector, this position performs unskilled manual labor in the state park system. May coordinate and lead the activities seasonal employees or conservation crews in the clean-up and maintenance of State facilities. The reporting location for this position will be at the El Capitan Maintenance Shop, but the position can be required to report anywhere in the District. Duties include but are not limited to the following:</p>		
<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.</p>		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
40%	<p><u>Facility Housekeeping:</u> Scrubs toilets and showers, cleans drain traps, plunges toilets, cleans feces, vomit, or other bodily fluids from facilities. Applies various cleaning agents needed to perform the housekeeping function. Hauls garbage (frequently lifting up to 45 pounds repeatedly). Inventories supplies, restocks paper and cleaning supplies. Walks while picking up litter. Cleans hot fire rings of debris.</p>	
30%	<p><u>Grounds Keeping /Resource Protection:</u> Weed eating, mowing, tree trimming and other landscapes duties to keep water tanks, buildings and other infrastructure clear of vegetation & debris. Dig holes, working in wet muddy conditions, frequently bending, twisting, and squatting. Clears and maintains trails and firebreaks, assists in erosion control. Assists in removing downed trees from public use areas. Assists in meeting the criteria involved for water conservation and other programs as needed to protect our resources.</p>	
20%	<p><u>Facility Maintenance:</u> Assists in digging up & repairing broken water lines and valve replacement. With proper training, uses hand tools and small power tools.</p>	

	Assists in the maintenance, repair and construction of a wide variety of park structures, utility systems, roads, and other facilities. Paints, working with paints and other chemicals, scraping paint, sanding, and cleaning. May operate the pumper truck to clean lift stations and maintain chemical toilets.
5%	<u>Equipment Maintenance:</u> Operates and maintains a variety of vehicles, equipment, tools, etc. used in maintenance and housekeeping functions. Performs daily/monthly inspections and completes mileage logs and vehicle check sheets. Washes, waxes, and vacuums vehicles as instructed. Cleans, sharpens, and repairs small hand tools daily.
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	
<u>PERFORMANCE EXPECTATIONS: (i.e., maintain a professional and courteous conduct, complete assigned projects accurately and thoroughly; cooperate with management and peers, etc.)</u>	
<p>Exhibit professional working manner and ability to deal tactfully and effectively in a cold environment</p> <p>Ability to work independently without close supervision</p> <p>Display mature judgment, loyalty, poise, tact and discretion</p> <p>Establish and maintain cooperative working relationships</p> <p>Work as a team when necessary to complete the duties of the job in a cohesive and professional manner</p> <p>Good attendance record, reliable, punctual, dependable</p> <p>Willingness to work at various locations throughout the State</p> <p>Willingness to work on Saturdays, Sundays, and holidays and at odd or irregular hours</p> <p>Willingness to conform to departmental uniform requirements</p>	
<u>WORKING ENVIRONMENT, PHYSICAL OR COGNITIVE ABILITIES:</u>	
<i>Work Environment:</i>	
<p>Work outdoors in various types of weather; work in unpleasant conditions (e.g., bad weather, around sewage)</p> <p>Work in hazardous situations (e.g., around raw sewage, chemicals)</p> <p>Works at elevated heights or near fast moving machinery or traffic.</p>	
<i>Physical Abilities:</i>	
<p>Ability to perform manual labor (e.g. digging, trenching, lifting, carrying, loading)</p> <p>Requires repetitive movement of heavy objects</p> <p>Ability to walk across uneven terrain in both uphill and downhill conditions to perform the duties associated with the job.</p> <p>Stand for long periods of time (up to 2 hours) to perform the duties associated with the job</p>	
<i>Cognitive Abilities:</i>	
<p>Read, write and speak in a clear and concise manner</p> <p>Develop practical solutions to problems to make sound decisions</p> <p>Perform basic mathematical computations associated with assigned duties</p> <p>Make sound decisions given available information and situational parameters</p>	
<u>KNOWLEDGE AND ABILITIES: (as per the class specification)</u>	
<i>Knowledge of:</i>	
<p>The operation and/or maintenance of state facilities</p> <p>Lead Responsibilities</p> <p>Basic principles of dealing with employees and the public.</p> <p>Good physical work methods.</p>	
<i>Ability to:</i>	
<p>Answer routine questions from the public as necessary, maintains cooperative relationships with the public, volunteers, co-workers.</p> <p>Follow instructions.</p>	

Work independently.
 Establish and maintain cooperative relations with the public and other employees.
 Use tools, supplies and equipment appropriate for the job.
 Identify problems and take corrective action.
 Provide leadership.
 Perform heavy sustained heavy work.

SPECIAL PERSONAL CHARACTERISTICS

Willingness to:

Work at various state facilities.
 Work Saturdays, Sundays, holidays, and odd or irregular hours.
 Work under adverse weather conditions.
 Conform to departmental uniform requirements.

TELEWORK DESIGNATION

This position is designated as: (Check one)

Telework Eligible – Office Centered Telework Eligible – Remote Centered 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