



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
San Joaquin River Conservancy	Maintenance Aide (Seasonal)	365-104-0987-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
San Joaquin River Conservancy	Maintenance Aide	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Property Operations and Management	Fresno, CA	
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		Chief Executive Officer
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 Chief Executive Officer and with guidance from the Park Maintenance Worker II, the Maintenance Aide will perform routine maintenance tasks and unskilled manual labor by completing projects in areas including, but not limited to, housekeeping, grounds keeping, building repair and reconstruction, carpentry, plumbing, electrical, masonry, roofing, painting, and trail maintenance. All projects will be pre-approved by the Chief Executive Officer or the Park Maintenance Worker II. The Maintenance Aide will work safely and cooperatively with other Conservancy staff and perform duties within the limits of their training and licensing. The essential job functions of this position may include the use of hand or power tools of which the Maintenance Aid has been trained and approved to use. This position requires the capability to maintain a good attitude in a demanding and changing environment and develop strong organizational, interpersonal and excellent communication skills.</p> <p>The Maintenance Aide position is a temporary employee hired to work during the busy months of the year, not to exceed 1500 hours within a 12-month period. The Maintenance Aide may work various shifts; nights, weekends, holidays, and at odd or irregular hours as scheduled and will report to the San Joaquin River Parkway.</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>Maintenance Projects</p> <p>Assist with unskilled maintenance including painting, carpentry, plumbing, electrical, and structural repairs. Takes measurements, cuts and installs materials commonly used in construction of projects, repairs fencing and or gates, and performs sign installation or repair. Cleans and upkeeps firebreaks, roads, parking areas, picnic sites, and public facilities. May assist permanent staff in the construction of drainage structures, steps, walls, bridges, and safety railings. Assist with the preparation and delivery of project equipment, hand tools, and materials.</p>	
20%	<p>Property Management and Operations</p>	

	Perform property maintenance and operations including, but not limited to: opening and closing gates, landscaping, groundskeeping, and weed/vegetation management. Assist with habitat restoration, weed abatement, and revegetation projects. With guidance from tenured staff, assist in the planting of native plants, the removal of invasive vegetation or exotic plants, and/or habitat restoration by using various treatment methods involving unskilled labor and use of tools. Perform general landscape maintenance including, but not limited to, watering, irrigating, mowing, trimming weeds, pruning vegetation, planting, and mulching. Perform trail clearing, brushing, repair, and erosion control. Remove downed trees. Clear culverts for drainage maintenance. Install and remove footbridges. Clear water crossings or landslide areas. Clean and repair all road and trail signs, markers, and posts. After completing the necessary training, use specialized equipment to perform trail repair projects.
25%	Housekeeping Maintain cleanliness of day use areas by picking up litter, emptying and washing trash cans. Sanitize bathrooms by cleaning sinks, toilets, showers, windows, walls, counters, and trash cans and sweeping and mopping. Use various chemical products to perform housekeeping. Keep visitor areas free of cobwebs, brush, litter, and other debris. Stock and maintain housekeeping supplies and equipment.
10%	Emergency Notification Report issues to local law enforcement and local unhooded authority as necessary to protect visitors, facilities, and/or resources. Inspect secure facilities, buildings, structures including, but not limited to: fences, gates, and locks as needed
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. Complete, review, and submit reports of hours worked during scheduled periods.
TYPICAL WORKING CONDITIONS	
The employee required to work outdoors, which may be characterized by difficult accessibility, rough terrain, exposure to vectors and allergens, and hot, cold, or wet conditions. Will bend, stoop, and kneel to perform essential job functions. Work may involve some exposure to aggressive visitors and standing for long periods of time (up to 2 hours) to perform the duties associated with the 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:	
Possession of a California driver’s license and defensive drivers training is required to attend meetings and field activities. Willingness to work at various locations within the San Joaquin River Parkway. Willingness to work on Saturdays, Sundays, and at odd or irregular hours and under adverse weather conditions. Perform varied manual tasks. Interact with the public. Required to wear a Conservancy polo shirt during working hours, which will be in good condition at the start of the workday. Ability to occasionally lift up to 50 lbs.	

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