



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field Division	Park Maintenance Assistant (PI)	549-253-6766-902
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Oceano Dunes District	Park Maintenance Assistant (PI)	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Oceano Dunes SVRA	Oceano Dunes Maintenance Yard	
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>The reporting location for this position is the Oceano Dunes maintenance yard located at 900 Pacific Blvd. Oceano, CA 93445. Under the supervision of the Park Maintenance Supervisor, the incumbent performs routine cleanup and unskilled maintenance helper tasks year-round; leads a crew of seasonal employees doing cleanup and other unskilled work during peak seasons within the Oceano Dunes State Vehicular Recreation Area (SVRA) and may assist with Pismo State Beach (PSB) operations within Oceano Dunes District. All duties shall be performed in a safe manner in compliance with Department policies, safety orders, established safe work practices and the District's Injury and Illness Prevention Program (IIPP).</p> <p>The incumbent will assist with beach operations for the eight hundred fifty-acre SVRA and will also work with Resource Management staff on dune stabilization, restoration projects, and air quality projects, application of herbicides for the removal of non-native plants, and assist with the protection efforts for the threatened Western Snowy Plover and endangered California Least Tern. The incumbent may lead seasonal, volunteer, California Conservation Corps, or Cal Fire crews among others. The incumbent will assist with the facility maintenance program Maximo and with the purchasing of materials necessary for projects and facility maintenance.</p> <p>The incumbent's standard work schedule will be Monday through Thursday, 7:00 a.m. to 3:30 p.m. Changes to work hours may occur, based on workload needs. In addition to these hours, the incumbent may be required to work odd or irregular hours, including holidays. This is a permanent Intermittent position that is restricted to working to a maximum of 1,500 hours per calendar year.</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, Air Pollution, Snowy Plover Projects Assist in maintaining all fences (APCD, Bird, Perimeter, Islands); acts as lead person for unit projects performed by, Maintenance Aides, Volunteers, Inmate crews, and CCC crews. Work with resource management staff on dune stabilization and restoration projects, and assisting with the protection efforts for the threatened Western Snowy Plover and endangered California Least Tern and other park tasks as needed. Will assist in trash removal and maintains, repairs, and or replaces state-owned signs throughout the park. Assists in various resource related projects within the District which include, but are not limited to, installation and removal of fencing for the	

	protection of the Western Snowy Plover and Air Quality projects. Dust reduction projects as directed through legal settlements. Vegetation management and landscaping, including tree pruning or removal, hazard limb removal, burning and chipping, and hauling of debris. Repair or install irrigation including sprinklers and bubbler systems.
25%	Facility Housekeeping Litter pick-up as often as necessary to maintain a clean appearance throughout the SVRA; cleans fire rings as needed, identifies the needs of all areas and sees that they are taken care of. Will clean and maintain restrooms and trash cans as needed in OHV riding area to maintain safe storm water plans an stable ecosystem.
10%	Administration In order to maintain an accurate account of materials and services needed and rendered in accordance with DPR policies and guidelines (DOM and DAM), inventory and order materials; obtain bids, sources and pricing; purchase materials and supplies as directed, utilizing approved procedures. Complete timesheet in a timely, correct, neat and legible manner, and assists in training seasonal to do the same. Maintain cooperative relations with public and co-workers and Managers. Complete P-Card monthly logs and statements and/or data to others as required. Complete Maximo work orders as directed by supervisor and/or collect data from others doing so.
10%	Training / Equipment/ Maintenance Assists with training and instructing permanent and seasonal employees in proper and safe use of tools and equipment. Comply with classification training and development requirements. Assist with coordinating use, maintenance and inventory of interpretive and educational materials. Assist with vehicle, equipment and program maintenance requirements and responsibilities. Assist with general workplace housekeeping to provide for a safe, healthy and professional environment.
10%	Safety In order to provide a safe working environment in compliance with DPR policies and the districts injury and illness prevention Program (IIPP). Ensure safety of public and employees in and around facilities, attend "tailgate" safety meetings as needed; wear appropriate safety equipment and direct others do so when working together; maintain safe and orderly work places; isolate and/or immediately identify and correct any problems or hazards to staff or public; and report injuries, even minor ones, to on-duty supervisor as soon as possible and document as needed. Assists staff as directed with securing traffic and public access to accident/medical response emergencies. Ensure cleaners, solvents, petrochemicals and other chemicals are used and stored properly, consistent with Hazard Communication Standard (HCS) use and handling instructions. Comply with Injury and Illness Prevention Program (IIPP).
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and training courses and prepare administrative paperwork to meet operational needs. May be called on during off-duty hours to respond to emergencies related to division activities in order to maintain critical processes and programs under the direction of existing policies and procedures.
TYPICAL WORKING CONDITIONS	
Work Environment: Outdoors in a sand dune environment, fluctuating coastal weather conditions, frequent winds, blowing sand and dust, insects and intense off highway vehicle activity: Work in hazardous conditions (i.e. raw sewage, chemicals, garbage and offal, hypodermic needles, rodents, broken glass, driving on loose sand and off road, operate off road vehicles and equipment, etc.). Work environment may expose incumbent to noise, dust, fumes, extreme wind, hot and cold temperatures, and unpleasant odors. Work at elevated heights, on or near machinery and heavy equipment or traffic.	
Physical Abilities: Ability to perform strenuous manual labor (i.e. digging trenching, boring, lifting, carrying, loading etc.)	

Requires repetitive movements of heavy objects. Ability to walk across uneven terrain, loose sand in both uphill and downhill conditions to perform the duties of the job. Stand for long periods of time (in excess of 2 hours) to perform the duties associated with the job.

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