



## DUTY STATEMENT

<b>DIVISION</b>	<b>CLASSIFICATION</b>	<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b>
Coastal Field	Maintenance Aide (Seasonal)	549-917-0987-901
<b>DISTRICT/HQ SECTION</b>	<b>WORKING TITLE</b>	<b>CBID</b>
Angeles District	Maintenance Aide (Seasonal)	R-12
<b>SECTOR/HQ UNIT</b>	<b>REPORTING LOCATION</b>	<b>INCUMBENT</b>
Malibu	Malibu Sector	
<b>STATE HOUSING: (Check one)</b>		<b>IMMEDIATE SUPERVISOR</b>
<input type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required <input checked="" type="checkbox"/> Housing is not available		Park Maintenance Chief/Supervisor
<b>SENSITIVE POSITION DESIGNATION: (Check if applicable)</b>		
<input type="checkbox"/> Sensitive Position as designated by the Department per <a href="#">California Code of Regulation (CCR) 599.961</a>		
<b>POSITION DESCRIPTION</b>		
<p>Under the direction of the Maintenance Chief, Maintenance Supervisor, Worker 1, Skilled Laborer and PMA. This position will answer questions of the public, explain park rules and regulations, will operate light duty vehicles, account for supplies used, unskilled maintenance; performs various housekeeping, groundskeeping and minor maintenance repair tasks; completes miscellaneous reports. Keeps facilities clean and performs general unskilled maintenance within the Malibu Sector.</p>		
<p><b>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.</b></p>		
<b>ESSENTIAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>70%</b>	<b>FACILITY HOUSEKEEPING:</b> All the facilities will be kept neat and clean up to standards as set in the Operations Manual. Historical grounds and buildings will be specially cared for to maintain the historical integrity of the unit. This person will be well qualified to use mops, brooms, waxes, disinfectants, glass cleaners, and other housekeeping items. Maintenance Aides will also be required to use and maintain walk behind mowers, weed whips, blowers, leaf rakes and various types of garden hand tools. This may include lifting 50 lbs. or more. Work duties may include planting, turf care, road, and trail maintenance. They will keep all equipment clean, lubed as needed and in safe condition to operate. Brush clearance as needed.	
<b>10%</b>	<b>FACILITY MAINTENANCE:</b> Under supervision he/she will assist permanent employees in doing structural repair work as required; using hammers, saws, and other carpentry tools. They will also assist in plumbing, painting, electrical, irrigation, and other miscellaneous repairs, such as tables and fences. No work will be done on historical structures that would change the historical appearance.	
<b>10%</b>	<b>EQUIPMENT MAINTENANCE:</b> Assists in the maintenance of both small equipment and park vehicles; washes and waxes vehicles, inspects equipment before use to confirm that it is in safe working condition and reports problems that might make equipment unsafe to use. They will keep all equipment clean, lubed as needed and in a safe condition to operate.	
<b>5%</b>	<b>RESOURCE MANGEMENT:</b> May assist visitor services in programs involving erosion control and park interpretation. Assist in tree thinning and pruning under the guidance of trained personnel.	

<b>MARGINAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>5%</b>	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
<b>TYPICAL WORKING CONDITIONS</b>		
Typical work activities involve frequent periods of bending, stooping, and lifting. May have extensive exposure to dirt, dust, fumes, rain, unpleasant odors and/or loud noises. May work in remote locations.		
<b>TELEWORK DESIGNATION</b>		
<b>This position is designated as: (Check one)</b>		
<input type="checkbox"/> Telework Eligible – Office Centered <input type="checkbox"/> Telework Eligible – Remote Centered <input checked="" type="checkbox"/> Not Telework Eligible		
<b>SPECIAL REQUIREMENTS:</b>		
Possession of a valid class C driver's license is required. May require heavy physical work including lifting, pushing, pulling and digging.		
<b>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.</b>		
<b>SUPERVISOR STATEMENT:</b>		
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.		
<b>SUPERVISOR NAME (PRINT OR TYPE)</b>	<b>SUPERVISOR SIGNATURE</b>	<b>DATE</b>
<b>EMPLOYEE STATEMENT:</b>		
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.		
<b>EMPLOYEE NAME (PRINT OR TYPE)</b>	<b>EMPLOYEE SIGNATURE</b>	<b>DATE</b>