



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Field	Park Maintenance Assistant	549-662-6766-005
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Diablo Range District	Park Maintenance Assistant	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Contra-Solano Sector	Mount Diablo State Park	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
<input checked="" type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required <input type="checkbox"/> Housing is not available		Park Maintenance Chief I
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>Under supervision of the Park Maintenance Chief I, the Park Maintenance Assistant will do routine cleanup and unskilled maintenance; perform various housekeeping, grounds keeping and minor maintenance tasks; answer routine questions from the public as necessary; complete miscellaneous reports; lead and train less experienced maintenance personnel in housekeeping and minor grounds work. May lead a crew of seasonal employees doing cleanup and other unskilled work during peak seasons. Employees who work to support State Vehicle Recreation Areas (SVRA) utilize the OHV Trust Fund and are responsible for appropriate use of the fund and to help ensure program transparency, accountability and compliance (TAC) goals are met.</p> <p>The reporting location is the Mount Diablo State Park Service Yard on South Gate Road of Mount Diablo near Danville, CA. The working schedule is Sunday-Thursday from 7:30 AM-4:00 PM.</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 Clean restrooms, showers, campgrounds, picnic sites and other facilities. Safely apply various cleaning agents by reading and understanding the Material Safety Data Sheets to ensure proper use and storage of cleaning supplies. Picks up and hauls garbage and trash; replaces light bulbs; clears sidewalks and parking lots of debris and/or sand; picks up litter in day use areas, campgrounds, trails, parking lots, roads and beaches; operates vacuum cleaners, backpack blowers and uses brooms, mops, buckets, ladders, extension poles, and litter pickup tools. Complete inventories and stocks restrooms and other use facilities. Load, unload and handle building materials and other supplies. Assist in the care and maintenance of trees, shrubs, lawns, and other vegetation. Complete trail improvement and cleanup work including culvert clearing. Assist with the more complex maintenance projects including but not limited to painting, trail construction and maintenance, plumbing and carpentry projects. May assist local and state firefighting personnel with regards to structural and forest fires.	
25%	Equipment Operation and Maintenance Drive light-weight vehicles and operate a variety of maintenance equipment including but not limited to; power tools, hand tools, leaf blowers, pressure washer, lawn mowers (riding and	

	push/self-propelled) and weed eaters. Maintain tools, equipment and work areas in a safe, clean and efficient condition. Perform minor maintenance on light vehicles, small tractors and mowers.	
15%	Administration Properly complete purchase documents (including Purchase Orders, CalCard and Service Agreements), vehicle logs, vehicle safety checklists and timesheets. Ensure miscellaneous reports are submitted in accordance with deadlines. Accurately fills out and turns in monthly work orders as required. Participate in mandated Tailgate Safety meetings. Answer routine questions from the public as necessary. Participate in applicable training and meetings as required.	
15%	Housekeeping Lead, train and assist a crew of seasonal maintenance personnel routine performing housekeeping, grounds keeping and other unskilled work.	
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		
Typical work activities involve frequent periods of bending, stooping and lifting. May have extensive exposure to dirt, dust, fumes, unpleasant odors and/or loud noises. May work in remote locations		
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 valid class C driver's license is required. May require heavy physical work including lifting, pushing or pulling.		
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