



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field	Park Maintenance Assistant	549-914-6766-004
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Channel Coast District	PMA	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Carpinteria State Beach	Carpinteria State Beach	
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 checked="" 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, the Park Maintenance Assistant (PMA) performs routine cleanup and unskilled maintenance work in support of park operations.. The reporting location is the maintenance shop located at Carpinteria State Beach. The schedule is Tuesday through Saturday 6:00 AM to 2:30 PM. May be required to work weekends, holidays, and irregular hours during peak seasons or special events.</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>Facility Maintenance Performs routine cleaning and maintenance of park facilities including restrooms, showers, campgrounds, picnic areas, and other public use areas. Uses and applies cleaning agents safely in accordance with label instructions and Safety Data Sheets (SDS), ensuring proper handling, use, and storage of supplies. Collects, removes, and disposes of garbage and litter; clears debris and sand from sidewalks, parking lots, roads, beaches, and trails; and replaces light bulbs as needed. Operates basic cleaning and maintenance equipment including vacuum cleaners, backpack blowers, and uses hand tools such as brooms, mops, buckets, ladders, extension poles, and litter collection tools. Maintains inventory and restocks restrooms and other public facilities. Loads, unloads, and handles building materials and maintenance supplies. Assists in the care and maintenance of trees, shrubs, lawns, and other vegetation. Performs trail maintenance and improvement work including culvert clearing and debris removal. Assists the park maintenance staff with routine and semi-skilled maintenance projects including painting, trail construction and repair, and basic plumbing and carpentry tasks. May assist local and state fire personnel during structural or wildland fire incidents as directed.</p>	
25%	<p>Equipment Operation and Maintenance Operates light-duty vehicles and basic maintenance equipment including, but not limited to, hand tools, power tools, leaf blowers, pressure washers, push and riding lawn mowers, and weed trimmers. Assists with the safe and proper use of equipment in accordance with departmental safety procedures and uses appropriate personal protective equipment (PPE). Maintains tools, equipment, and assigned work areas in a clean and orderly condition. Performs basic preventative maintenance such as cleaning equipment, checking fluid levels, and reporting mechanical issues to supervisory staff.</p>	

15%	<p>Administration</p> <p>Completes basic administrative tasks related to assigned duties, including preparing purchase documents (e.g., Purchase Orders, Procurement Card transactions, and Service Agreements) in accordance with departmental procedures. Maintains accurate vehicle logs, completes required vehicle safety inspections and checklists, and submits timesheets in a timely manner. Ensures miscellaneous reports, monthly work orders, and required documentation are accurately completed and submitted by established deadlines. Participates in mandated Tailgate Safety Meetings and adheres to departmental safety policies and procedures. Provides courteous assistance and answers routine questions from the public as necessary. Attends required trainings and meetings to support professional development and compliance with departmental standards.</p>
15%	<p>Housekeeping</p> <p>Provides on-the-job guidance and assists seasonal maintenance personnel in performing routine housekeeping, groundskeeping, and other unskilled maintenance tasks. Demonstrates proper cleaning techniques, safe equipment use, and established work procedures. Helps ensure assigned tasks are completed efficiently and in accordance with departmental standards.</p>
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	
Works primarily outdoors in a park environment exposed to varying weather conditions including heat, cold, wind, rain, and sun. May be exposed to dust, dirt, uneven terrain, insects, poison oak, and other natural elements. Work may involve frequent walking, standing, bending, lifting, carrying, climbing, and operating basic maintenance equipment. May be subject to call-out or emergency response situations, including assistance during natural disasters, severe weather events, or fire incidents as directed. Uses personal protective equipment (PPE) and follows departmental safety policies and procedures to ensure a safe working environment. During peak seasons, may assist with coordinating the work of seasonal staff engaged in cleanup and other unskilled maintenance tasks	
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.	

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