



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Division	Park Maintenance Assistant	549-927-6766-007
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Orange Coast District	Park Maintenance Assistant (PMA)	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
South Sector	San Clemente State Beach	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Park Maintenance Supervisor
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☒ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
Under supervision of the Park Maintenance Supervisor, the Park Maintenance Assistant will do routine cleanup and unskilled maintenance; performs various housekeeping, groundskeeping and minor maintenance tasks; answers routine questions from the public as necessary; completes miscellaneous reports; leads and trains 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. The incumbents work schedule is Sunday – Thursday from 7:00AM to 3:30PM.		
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 & Housekeeping Clean restrooms, showers, campgrounds, picnic sites and other facilities. Safely apply various cleaning agents by reading and understanding all 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. Completes inventories and stocks restrooms and other use facilities. Load, unload and handle building materials and other supplies. Complete trail improvement and cleanup work including culvert clearing. Assists Park maintenance employees with more complex maintenance projects including, but not limited to, painting, trail construction and maintenance, plumbing, masonry, 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 Gather and assist with purchase documents (including Purchase Orders, CalCard and Service Agreements), vehicle logs, vehicle safety checklists and timesheets. Assures 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%	Groundskeeping Lead, train and assist a crew of seasonal maintenance personnel in routine groundskeeping tasks. Assist in the care and maintenance of trees, shrubs, lawns, and other vegetation as needed. Propagates cuttings; prepares and treats soils for planting; cultivates and fertilizes flowerbeds and sets out plants and performs other groundskeeping tasks 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.	
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. May have exposure to vegetation known to cause skin irritation. May require heavy physical work including lifting, pushing or pulling.		
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