



## DUTY STATEMENT

<b>DIVISION</b>	<b>CLASSIFICATION</b>	<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b>
Coastal Field Division	Park Maintenance Assistant	549-937-6766-009
<b>DISTRICT/HQ SECTION</b>	<b>WORKING TITLE</b>	<b>CBID</b>
San Diego Coast District	Park Maintenance Assistant	R12
<b>SECTOR/HQ UNIT</b>	<b>REPORTING LOCATION</b>	<b>INCUMBENT</b>
North Sector	South Carlsbad State Beach	
<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 I
<b>SENSITIVE POSITION DESIGNATION: (Check if applicable)</b>		
<input checked="" 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 supervision of the Park Maintenance Chief I, the Park Maintenance Assistant will do routine cleanup and unskilled maintenance; performs various housekeeping, grounds keeping 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.</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>40%</b>	<p><b>HOUSEKEEPING</b>            Lead person for seasonal Park Aides. Trains seasonal staff in correct methods of housekeeping. Inspect all restrooms cleaned by Park Aides. Makes inventory on conditions of toilet paper dispensers, sanitary receptacles, trash can receptacles, graffiti, broken door locks, restroom signs, faucets, sinks and hardware related to restroom housekeeping. Ensures alleyways are clean. Makes inventory of all supplies, materials and equipment needed for housekeeping. Inspects campsites for safety and cleanliness. Inspects condition of campfire rings, fencing, picnic tables and french drains.</p>	
<b>30%</b>	<p><b>FACILITY MAINTENANCE</b>            Assists Park Maintenance Worker I's and Maintenance Mechanic with facility maintenance program. Inspects all facilities and derives input from Park Aides on condition of facilities. Repairs toilet paper dispensers, sanitary receptacles, door locks, restroom signs, faucets, sinks, hose bibs, picnic tables, fencing and gates. Performs minor painting, electrical, carpentry, and plumbing tasks. Reports park hazards to supervisor.</p>	
<b>15%</b>	<p><b>ADMINISTRATION</b>            Processes all related paperwork as assigned. Paperwork includes but is not limited to; timesheets, Voyager, Sub-Purchase Orders, vehicle inspection and use reports, and other documents. Participates in Safety Program to ensure regular and documented meetings occur. Attends all required meetings. Annually completes an Annual Development Plan. Comply with all rules, regulations and policies designated by California State Parks.</p>	
<b>5%</b>	<p><b>VEHICLE MAINTENANCE</b>            Ensure vehicles are clean and waxed. Ensure all equipment is in good operating condition. Does vehicle inspections. Notifies Supervisor or vehicle liaison of any needed vehicle or equipment repairs.</p>	

<b>5%</b>	<b>RESOURCE PROTECTION</b> Assists with the protection of resources. Assists with resource projects including some grounds and landscape work. Assists with bluff erosion and removal of non-native vegetation.	
<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>		
<p>Typical work activities involve frequent periods of bending, stooping and lifting.          May require heavy physical work including lifting, pushing or pulling.          May have extensive exposure to dirt, dust, fumes, unpleasant odors and/or loud noises.          May work in remote locations.</p>		
<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.		
<p><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></p>		
<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>