



## DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Senior Maintenance Aide (Seasonal)	549-684-0996-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Sierra District	Senior Maintenance Aide (Seasonal)	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Sierra District	Ed Z'berg Sugar Pine Point State Park	
STATE HOUSING	IMMEDIATE SUPERVISOR	
Housing may be required	Park Maintenance Supervisor	
SENSITIVE POSITION DESIGNATION (Check if applicable)		
<input type="checkbox"/> Sensitive Position as designated by the Department per <a href="#">California Code of Regulation (CCR) 599.961</a>		
POSITION DESCRIPTION		
<p>This classification works under the direction of the Sector Park Maintenance Supervisor and works with other employees with housekeeping tasks in park buildings and grounds. Typical duties are assisting skilled employees in maintenance, alteration and repair of parks facilities, grounds, equipment, mechanical and utility systems. Maintains good relations with the public and co-workers. Primary responsibilities will be throughout the Lake Sector which include Sugar Pine Point SP, Emerald Bay SP and D.L. Bliss SP. Reporting location Sugar Pine Point Maintenance shop, typical hours 7:00am-3:30pm. The duties of a Senior Maintenance Aide include but is not limited to the following</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	
35%	<b>FACILITY MAINTENANCE AND SYSTEMS OPERATION</b> Perform the work necessary to ensure that Sierra District facilities are operated and maintained In a safe, efficient and functional condition In accord with standards In the State Operations Manual, State and County Codes, and where applicable, the unit's operation manual. Performs maintenance on public buildings, administrative buildings, historic buildings and other structures throughout the District. Prepares and paints facilities, maintains and repairs plumbing, electrical and heating systems. Monitors water and sewage facilities throughout the sector. Upon request, performs maintenance projects independently or with others throughout the sector; projects may involve carpentry, roofing, glazing, masonry, remodeling, and historic reconstruction projects.	
20%	<b>EQUIPMENT OPERATION</b> Operate power tools, snow removal equipment including snow blowers, light trucks, utility vehicles, and various maintenance vehicles and equipment Including, but not limited to, chain saws, portable pumps, post hole diggers, sewer augers, brush clippers, stump grinders and over the snow vehicles in the performance of assigned duties.	
20%	<b>EQUIPMENT MAINTENANCE</b> Perform minor maintenance and repair on assigned vehicles, equipment, and power tools. Maintain tools and work areas in a safe, clean and efficient condition.	
10%	<b>ADMINISTRATION</b>	

	Completes vehicle logs, vehicle safety checklists and attendance reports as required. Purchases tools, supplies and materials in conformance with Department procedures. Maintains communications with the Supervisor on maintenance priorities.
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**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. Work with visitor services, resource and maintenance staff in carrying out resource protection and maintenance programs. If aware of any changes or potential problems in natural resources report it to the PMC.

**TYPICAL WORKING CONDITIONS**

**TELEWORK DESIGNATION:**

This position is designated as 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
Rich Adams( Acting PMS)		

**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