



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Field	SENIOR MAINTENANCE AIDE (SEASONAL)	549-662-0996-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Diablo Range District	Senior Maintenance Aide	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Contra-Solano Sector	Mount Diablo State Park	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Park Maintenance Chief I
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☒ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
Under the direction of the Park Maintenance Chief I and designated lead workers, the Senior Maintenance Aide performs maintenance service functions at Mount Diablo State Park, and other parks around the district as assigned. Primary duties include housekeeping, garbage collection, litter pick up, groundskeeping, light forestry work, equipment maintenance, unskilled labor and assisting permanent staff with skilled and unskilled maintenance of facilities, roads and grounds. This position reports to the Rock City Service Yard at Mount Diablo State Park, located at 5 Service Yard Road, Blackhawk, CA 94506. This position works 7:30am – 4:00pm, Wednesday through Sunday.		
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	
45%	Housekeeping Cleans maintenance buildings and public facilities, which involves cleaning and disinfecting toilets, walls, windows, floors, ceilings, changing toilet paper, emptying trash receptacles and loading trash bags into garbage packer and recycling dumpsters, picking up litter, removing graffiti and sweeping/mopping floors. Performs general day use and campground cleanup which involves picking up litter, wiping down tables and fountains, emptying trash receptacles and loading trash bags into garbage packer, removes sticks or other debris from user areas, reports to lead issues with facility systems or conditions, reports to lead hazards to health and safety such as broken tree branches, loose rocks, road hazards, and similar issues. Communicates calmly and effectively with co-workers and leads to ensure consistent application of these duties and maintains compliance with safe-work practices and policies.	
35%	Groundskeeping Performs weed eating and vegetation trimming to maintain prescribed buffers around buildings, roads, and other structures, removes rocks and debris from road surfaces, clears culverts and drains, uses equipment to remove leaf litter or soil from walking surfaces and structure perimeters, uses equipment to process or remove smaller tree limbs or rockfalls from user areas.	
10%	Facility Maintenance	

	Works at the direction of permanent staff to assist with both skilled and unskilled trades projects, aids with worksite setup and breakdown, takes stock and materials inventories, performs equipment shuttling, equipment cleaning and maintenance, and inspections of facilities and equipment.	
5%	Training and Administration Attends and participates in unit, sector, and district staff meetings as required and participates in “tailgate” safety meetings. Attends mandatory departmental trainings whether online or in-person.	
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		
This position is expected to work in shops, offices, and an outdoor environment in all weather conditions including heat, cold, rain and snow. This position requires frequent driving of light and medium trucks on narrow roads with pedestrians, bicyclists, other vehicles, and wildlife. Safely lifting, pushing and pulling loads up to 45 pounds are inherent to the duties of this position.		
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