



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Park Maintenance Assistant	549-657-6766-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Sonoma-Mendocino Coast District	Park Maintenance Assistant	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Russian River Sector	Salt Point State Park	
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 the supervision of the Park Maintenance Supervisor, the Park Maintenance Assistant will do routine cleanup and maintenance; perform 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 during cleanup and other unskilled work during peak seasons. The reporting location is Salt Point State Park, 25050 Highway 1, Jenner, CA 95450 with a schedule of Sunday through Thursday from 7:00am through 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	
45%	FACILITY MAINTENANCE Assists Park Maintenance employees with the more complex maintenance projects including but not limited to painting, trail construction and maintenance including culvert clearing, plumbing, sewer, electrical, and carpentry projects. 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, litter pickup tools, power tools, gasoline powered mowers, chainsaws, and string trimmers. Complete inventories and stocks restrooms and other use facilities. Load, unload, and handle building materials and other supplies. Assist in the care and maintenance of trees, shrubs, lawns, and other vegetation.	
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 washers, lawn mowers (riding and push/self-propelled), and string trimmers. Maintain tools, equipment, and work areas in a safe, clean, and efficient condition. Perform minor maintenance on light vehicles, small tractors, and mowers. Assists in monitoring levels in propane, fuel, waste/recycle bins, and septic holding tanks.	

15%	ADMINISTRATION Accurately completes vehicle logs, vehicle safety checklists, and timesheets. Ensures miscellaneous reports are submitted in accordance with deadlines. Complete and submit monthly work orders as required. Participate in and lead mandated Tailgate Safety meetings as directed. Answer routine questions from the public as necessary.	
10%	HOUSEKEEPING Lead, train, and assist a crew of seasonal maintenance personnel performing routine housekeeping, groundskeeping, and other unskilled work. Clean restrooms, showers, campgrounds, picnic sites, and other facilities. Safely apply various cleaning agents by reading and understanding the Material Safety Sheets to ensure proper use and storage of cleaning supplies.	
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, lifting, pushing, or pulling. May have extensive exposure to dirt, dust, fumes, unpleasant odors, and loud noises. May work in remote locations.		
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