State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Facilities and Development Program	Senior Maintenance Aide (Seasonal)	549-802-0996-902
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
District Facilities Management	Senior Maintenance Aide	R12
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
Statewide Trail Crew	4940 Lang Ave., McClellan, CA	
STATE HOUSING: (Check one)		**IMMEDIATE SUPERVISOR**
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Park Maintenance Chief III

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 III, the Senior Maintenance Aide will perform light duty maintenance to tools and equipment, support "spike" crews with mobilization and demobilization of projects, inventory and track tools and equipment to support projects, perform general housekeeping of tool storage area, inspect vehicles, coordinate vehicle and equipment repairs. The work schedule is Monday through Friday from 07:00 AM to 1530 PM.

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
30%	Housekeeping and organization of tool storage area. Maintenance and repair of tools and light duty equipment, loading and unloading tools and equipment for project mobilization and demobilization, safely loading trailers, operating forklifts.
30%	Coordinate repairs of vehicles and equipment with local repair shops, drive trucks and trailers to pick up materials and tools from vendors and to deliver items to project sites statewide when necessary.
20%	Track the physical location of tools and equipment including project locations and timeframes that tools and equipment have been assigned to specific projects using Excel spreadsheets. Update and maintain the Statewide Crews fleet tracking spreadsheet by adding new vehicles and equipment, removing items that have been surveyed, and tracking assigned drivers and project locations. Maintain the fire cache spreadsheet to track items, quantities and location of items that are ready to deploy during wildfire events. Update and maintain other tracking and inventory spreadsheets as needed.
15%	Support of projects in the field, living in "spike" camp, performing manual labor, working with youth corps contractors, performing construction and maintenance of road and trail facilities.

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 job includes the ability to perform a variety of heavy manual labor work to restore and maintain state park resources and facilities, and requires working outdoors in inclement weather conditions, smoky conditions related to prescribed fire, hiking over uneven and steep terrain, and carrying heavy loads. The position also requires working nights, weekends, odd hours and overtime to accomplish assigned tasks.

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. This position requires extensive travel and long-term project coordination at any State Park. This position is required to spike camp outside in remote sites throughout the California State Park system.

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