



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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Park Maintenance Assistant	549-655-6766-004
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Bay Area District	Park Maintenance Assistant	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Bay Area District	Olompali State Historic 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 (PMA) is responsible for routine housekeeping, groundskeeping and other maintenance related responsibilities to include unskilled repairs for the historic and non-historic structures. This position is responsible for assisting other permanent classifications in a variety of assignments relating to restoration, preservation, and stabilization of park facilities. This position may be required to perform work in other locations throughout the district. The reporting location for the position is the Olompali State Historic Park office located at 8901 Redwood Hwy, Novato, CA.		
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%	Facility Maintenance Assists permanent and seasonal staff in all aspects of minor, unskilled maintenance and landscaping to help protect Natural and Cultural Resources. Assists to maintain grounds, roads, trails and other work required to help in the restoration, maintenance, repair and protection of a wide variety of park facilities. Assists park maintenance employees with more complex maintenance projects including but not limited to painting, trail construction and maintenance, plumbing, masonry, electrical and carpentry projects. Act as a lead person to train and assist with routine projects performed by seasonal maintenance staff, volunteers and special program crews including housekeeping, groundskeeping and other unskilled work.	
25%	Housekeeping Clean restrooms, showers, campgrounds, picnic sites and other facilities. Safely apply various cleaning agents by reading and understanding the Material Safety Data Sheets to ensure proper use and storage of cleaning supplies. Pick up and hauls garbage and trash. 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, and litter pickup tools. Complete inventories and stocks restrooms and other use facilities.	
15%	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 washer, lawn mowers (riding and push/self-propelled) and weed eaters. Maintain tools, equipment and work areas in a safe, clean	

	and efficient condition. Perform minor maintenance on light vehicles, small tractors and mowers. Assists with MAXIMO documentation.	
10%	Administration Properly complete vehicle logs, vehicle safety checklists and timesheets. Assure miscellaneous reports are submitted in accordance with deadlines. Accurately fills out and turns in monthly work orders as required. Participate in mandated Tailgate Safety meetings. Answer routine questions from the public as necessary. Participate in applicable training and meetings as required.	
10%	Safety Attends and participates in formal and informal safety meetings as needed. Wears appropriate safety equipment for job; carries out assignments and maintains tools, equipment, and work areas in accordance with established safe job practices. Wears seat belt during operation of vehicle use; isolates and or immediately corrects any problem posing a hazard to visitors and or employees. Reports all injuries to on-duty supervisors as soon as possible; conducts job hazard analysis training and refresher courses as required by the department. Assists with awareness and upkeep of the district's injury and illness prevention plan, safety data sheets, and hazard communication posts.	
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 prolonged standing, bending, stooping and lifting. Works inside and outside in varying temperatures, may have extensive exposure to dirt, dust, fumes, unpleasant odors and/or loud noises. May work in remote locations as well as fast paced environment. May require heavy physical work including lifting, pushing or pulling equipment and materials; frequent walking on even and uneven terrain; works from elevated surfaces such as from ladders and scaffolding; may be required to work in confined spaces.		
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