



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Senior Maintenance Aide (Seasonal)	549-642-0996-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Sonoma Mendocino Coast District	Senior Maintenance Aide (Seasonal)	R 12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Mendocino	Russian Gulch 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 direction from the Park Maintenance Chief I and guidance from the permanent maintenance staff, the Senior Maintenance Aide (Seasonal) performs unskilled maintenance work; maintains and operates light vehicles and equipment; and assists permanent maintenance workers in unskilled trail maintenance, and minor construction tasks. The reporting location is the Russian Gulch Maintenance Yard at 12301 North Highway 1, Mendocino, CA 95460.		
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%	Trail Maintenance Assists permanent staff in the maintenance, minor repair work and construction, and rehabilitation of trails and trail features including trail tread, bridges, retaining walls, and drainage features.	
25%	Resource Management Be proactive in preserving the natural and cultural resources of the State of California. Assignments may include clearing trails, service roads, and fire breaks of vegetation as directed. Assists permanent staff as needed with maintenance of natural resources including tree felling, bucking, and chipping, stream enhancement, vegetation management, and prescribed burning. Prunes and removes downed limbs, trees, and other debris from public use areas and facilities.	
20%	Equipment Operation and Maintenance Operates, maintains, and cleans a variety of equipment; chainsaws, augers, rigging equipment, and cordless tools. Safely operates a variety of vehicles, trucks, electric vehicles, and gators. Maintains all district owned or operated equipment in accordance with manufacturer's recommendations. Performs minor vehicle repairs such as changing flat tires, daily and monthly inspections, washing and waxing vehicles. Reports all unusual conditions to the Maintenance Supervisor. Cleans and properly stores assigned equipment.	

15%	Housekeeping Assist in maintaining a clean and safe work site. Cleans workspaces, buildings, and grounds, which involve cleaning walls, windows, floors, ceilings, removal and replacement of trash bags, picking up litter, sweeping/mopping floors, and raking areas. Perform tasks as required to maintain a clean and safe shop area as well.	
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, and lifting. Perform indoor and outdoor work, often in inclement weather. May have extensive exposure to dirt, dust, fumes, unpleasant odors, and/or loud noises. May work in remote locations. Driving to assigned beach and park locations. Walk distances on uneven surfaces.		
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