



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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Field Division	Senior Maintenance Aide (Seasonal)	549-724-0996-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Diablo Range District	Senior Maintenance Aide (Seasonal)	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Gavilan Sector	San Juan Bautista State Historic 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		
This position reports to and works under the supervision of the Park Maintenance Chief I. The reporting location for this position is the San Juan Bautista Park Office located at 19 Franklin St, San Juan Bautista CA 95045. The work schedule for this position will require working weekends, holidays and as operationally required up to 1500 hours per year. This position requires a DMV Class C Driver's License. This position requires physical agility and capability to carry out tasks assigned to the maintenance function. Responsibilities include but are not limited to facilities maintenance, resource protection, fence repair and installation, trail maintenance/construction, erosion control projects, brush and tree removal and special projects as directed. This position may lead to lower-level seasonal employees performing unskilled manual labor. The position will collect and enter data into the district (CAMP) computer database. This position is a uniformed classification and is required to maintain an appearance conforming to Department standards. Successful applicants must have approved criminal history checks and DMV verification before hiring.		
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%	<u>Housekeeping</u> Responsible for giving a good appearance to the public, with clean uniform and vehicles, will greet park users, provide clean restrooms, showers, campgrounds, and day-use areas. Will perform as a lead in collecting and logging Park Aide time and materials into the (CAMP) facility data tracking system. Performs as a lead for Maintenance Aides in housekeeping functions including but not limited to; applying various cleaning agents, pick up and removal of garbage/debris throughout the unit. Stocking and restocking all housekeeping supplies are needed to maintain an acceptable level of receiving the visiting public. Assist as directed in the maintenance of grounds with care of trees, shrubs, lawns and other vegetation in the park as required. Repair fences, trail cleanup, vegetation, and assist with resource maintenance related projects. Responsible for reporting malfunction or damage to equipment, or any unsafe vehicle conditions to the supervisor. Wash, steam clean, wax, and refuel vehicles as required.	
25%	<u>Facilities Maintenance</u> Assist with maintaining and repairing buildings, grounds, roads, and utility systems. Under direct supervision assists with minor carpentry, plumbing, electrical, masonry, roofing, painting and	

	other work as required to maintain those facilities. Clears and maintains campgrounds, picnic sites and other public facilities; collects and disposes of refuse. Perform routine housekeeping of facilities and grounds as required.
20%	<u>Equipment Operation and Maintenance</u> Check all hand and power tools daily to ensure safety and operational ability, repairs or replaces as necessary. Employee will lead and instruct Maintenance Aides in the proper reporting of any malfunctioning, unsafe or damaged equipment that cannot be immediately repaired to the appropriate supervisor. Employees operate light vehicles such as pickups, SUV's, sedans, ATV's, side by side utility vehicles, and 1-ton trucks. Employee will be required to operate vehicles and equipment off road on fire roads and trails often in muddy and wet conditions.
20%	<u>Administration</u> Prepare time report, daily vehicle logs, and monthly vehicle safety inspection report. Employee will act as a lead in keeping records of work completed and providing data for the departments' facility maintenance tracking database (CAMP) as directed by the Park Maintenance Chief I. The employee will allocate work orders to the Maintenance Aides and enter work orders into C.A.M.P. Attends and acts as a lead in tailgate safety meetings; wears appropriate safety equipment for job; carries out assignments and maintains work areas in accordance with established safe job practices; wears seat belts during vehicle use; isolates and/or immediately corrects any problem posing a hazard to customers or employees; reports all injuries, even minor ones, to on-duty supervisors as soon as possible; attends training and refresher courses as required.
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	
Varies: mainly an Outdoor environment with occasional indoor work. Work outdoors in various types of weather; work in unpleasant conditions (e.g., bad weather). Work environment may have moderate exposure to unusual elements, such as extreme temperatures, wind, dirt, dust, fumes, unpleasant odors, and/or loud noises. Stand and/or walk for extended periods of time. May involve some exposure to aggressive visitors. May occasionally work inside an office. Work with off-highway vehicles, or traffic and machinery.	
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