



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Desert Field	Senior Maintenance Aide (Seasonal)	549-941-0996-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Colorado Desert	Senior Maintenance Aide	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Anza-Borrego Sector	Anza-Borrego Desert 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		
This position works under the supervision of and reports to the Sector Maintenance Chief. The reporting location is the Borrego Palm Canyon Campground Maintenance shop, Anza-Borrego Desert State Park. This position is primarily assigned to ABDSP but may be required to work in other district parks. The Senior Maintenance Aide is a seasonal, unskilled position involved in facility maintenance of the State Park System. This is a lead position that will train, assign duties and lead the other seasonal Maintenance Aides. This job includes the ability to perform a variety of manual labor work to maintain State property. The duties include but are not limited to the following: housekeeping, litter pick up, emptying fire rings, groundskeeping, and light maintenance.		
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	
50%	Housekeeping: Clean restrooms, showers, campgrounds, picnic sites, CXT pit toilets, visitor center, and other facilities.	
20%	Facility Maintenance: Assist maintenance personnel in the performance of routine projects and repairs to buildings, structures, systems, grounds, roads, trails and parking areas.	
10%	Safety: Attends safety and accident prevention meetings. Follows all applicable hazardous materials rules, regulations, and policies. Wears required personal protective equipment (PPE). Maintains workspace free of hazardous and unnecessary materials, keeps storage areas clean and neat, and keeps all tools and equipment clean and in proper working condition. Operates all equipment and vehicles in a safe manner.	
10%	Administration: Prepares and processes paperwork including daily activity logs, monthly vehicle inspections, timesheet, and making the cleaning schedule.	
MARGINAL FUNCTIONS:		

%	TASK/DUTIES	
5%	Training: Attend and complete all required trainings.	
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 and prolonged periods of sitting, standing, and walking. Exposure to various and extreme weather conditions, especially heat. Work environment may involve some exposure to hazards or physical risks, which require following basic safety precautions. Ability to perform the following: Bend, push/pull, dexterity, rake, bend, carry, stoop, grip, walk, drag, squat, comprehend, climb, and occasionally lift up to 50 pounds.		
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