



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Senior Maintenance Aide (Seasonal)	549-657-0996-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Sonoma Mendocino Coast	Senior Maintenance Aide (Seasonal)	R 12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Russian River Sector	Sonoma Coast State 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 direction of the Park Maintenance Supervisor and other permanent Maintenance Staff, the Senior Maintenance Aide (Seasonal) leads seasonal maintenance aides in performing unskilled maintenance work; coordinates and leads the activities of seasonal housekeeping in cleanup and maintenance of State facilities; gives instruction on the safe and proper use of tools and housekeeping supplies; inspects completed work for quality control and conformance to established standards; maintains and operates light vehicles; trains lower-level seasonal employees; and may assist permanent maintenance workers in unskilled maintenance tasks at parks facilities. The reporting work location is the Sonoma Coast State Park Maintenance Shop at 3095 Highway 1, Bodega Bay CA 94923 with a work schedule of 7:00 a.m. to 3:30 p.m. on variable days each month.		
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 & HOUSEKEEPING Perform unskilled structural and system maintenance including carpentry, painting, roofing, and other maintenance as required. Assist maintenance positions in the maintenance and repair of residences, restrooms, water systems, park roads, and electrical systems. Cleaning picnic sites and public facilities as well as the disposal of refuse. Empty BBQ's, fire rings, and trash receptacles. Lead lower-level seasonal employees with facility maintenance and housekeeping duties.	
25%	RESOURCE MAINTENANCE Construct and/or maintain resource protection fences, lead seasonal maintenance crews on resource management projects (such as habitat restoration or re-vegetation), erosion control, and removal of dead, downed, or diseased trees. Mow grass, trim shrubs and trees, rake leaves, ride lawn mowers and tractors, to perform general landscape maintenance. Preserve the natural and cultural resources of the State of California in all assignments and projects while be mindful of resource preservation in all activities. Work cooperatively with personnel in other classifications to meet the district's resource management goals and respond immediately to threats of fire, erosion, trespass, or encroachment.	

20%	EQUIPMENT OPERATION & MAINTENANCE Operates, maintains, and cleans a variety of equipment; mowers, chainsaws, weed eaters, and spray equipment. Operates a variety of vehicles, trucks, electric vehicles, and gators. Cleans and properly stores the assigned equipment. Maintain tools, equipment and work areas in safe, clean, and efficient condition. Maintain all State-owned or operated equipment in accordance with manufacturer's recommendations. Perform minor repairs and maintenance to chainsaws, and other trail related equipment.	
15%	Serve as a lead to Maintenance Aides by orientating new hires to housekeeping routine; and ensure housekeeping supplies are stocked and in order in alley ways. Will advise supervisor when supplies are low.	
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. 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. May require heavy physical work including lifting, pushing, or pulling. Possesses good communication and interpersonal skills as duties often require working with other parks' employees and the public. Willingness to work weekends and holidays, work under adverse weather conditions, and conform to departmental uniform requirements.		
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