



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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field Division	Senior Maintenance Aide (Seasonal)	549-554-0996-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Oceano Dunes District	Senior Maintenance Aide (Seasonal)	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Oceano Dunes State Vehicle Recreation Area / Pismo State Beach	928 Pacific Blvd. Oceano, CA 93445	
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, this position is responsible for the housekeeping and groundskeeping functions at the Oceano Dunes State Vehicle Recreation Area; this also includes Pismo State Beach and North Beach and Oceano campgrounds. This position will assist permanent maintenance personnel in maintaining facilities and assisting with unskilled maintenance projects, and may also work with seasonal crews, volunteer crews CCC, or Cal Fire crews. This position is required to work weekends and holidays, and occasionally odd or irregular hours, including the 4th of July. The incumbent will be trained in the operation of off-road vehicles, power tools and saws, and safety practices. The reporting location for this position is the Oceano Dunes Maintenance Shop at 928 Pacific Blvd. Oceano, CA 93445.		
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%	FACILITIES HOUSEKEEPING: Responsible for and leads seasonal Maintenance Aides in cleaning restrooms, showers, campgrounds, picnic sites and other facilities, picks up and hauls garbage, litter and trash, empty trash cans and sanitary napkin receptacles, fills all paper dispensers, removes dirt, dust, and spider webs from all surfaces, ledges, and louvers, clean urinals, commodes, and sinks, clean and wipe down all chrome, mirrors, and windows, clean stalls, walls, partitions and sweep and mop floors, maintain and stock the alleyways in a clean and orderly fashion, keeps roof and skylights clear and clean, keeps walls, eaves, and doors clean of dust, dirt, and spider webs, rakes and weeds around buildings and sweeps walkways, pumps, cleans, and stocks portable toilets and vault style toilets throughout the park including in the back dunes, removes vegetation or drift sand and other hazards on trails or roads, trims trees and plants away from buildings and campsites, mows and weed whacks vegetation along road and trail edges and natural areas throughout the park for fire safety, assist in maintaining 22 miles of perimeter and island fence, collects and disposes of refuse, recycle when appropriate, removes graffiti and reports vandalism, ensures restrooms, campsites, parking lots, and other public use areas are kept clean and free of debris, litter, and hazards, reports unsafe conditions to Lead person or Supervisor, ensure trash cans and fire pits are clean and emptied regularly, ensures dumpsters and disposal	

	sites are safe and functioning efficiently and occasionally works as a field employee assisting park guests, disseminating information about park programs, rules and regulations and answering routine questions from visitors.
30%	FACILITIES GROUNDSKEEPING: Assists permanent staff in various resource related unskilled labor projects within the Oceano Dunes District installing and removing fencing for the protection of the Western Snowy Plover and APCD wind fencing includes vegetation management and landscaping, including tree pruning or removal, hazard limb removal, burning and chipping, and hauling of debris.
20%	EQUIPMENT MAINTENANCE: Maintain equipment in a safe and professional manner and in accordance with DPR policies. Perform inspections and complete checklists, operate vehicles and equipment as required, safely operate a variety of equipment including sedans, pick-up trucks, and off-road vehicles including utility and all - terrain vehicles, immediately report and tag malfunctioning, unsafe or damaged equipment to appropriate supervisor, complete vehicle inspection reports and logs for submission.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	SAFETY: Maintain a safe working environment in compliance with DPR policies and the Districts injury and Illness prevention Program (IIPP), attends tailgate safety meetings as assigned, wears appropriate safety equipment and directs others to do so when working together, reports all injuries, even minor ones, to on-duty supervisor as soon as possible and documents as needed, ensure cleaners, solvents, petrochemicals, and other chemicals are used and stored properly, consistent with Hazard Communication Standard (HCS) use and handling instructions and follows established safe work methods, procedures and safety precautions while performing all duties.
5%	ADMINISTRATION: Assist with inventory and stock of housekeeping supplies, completes time sheet in a timely, correct, neat and legible manner, vehicle logs, vehicle safety checklists, assures miscellaneous reports are submitted in accordance with deadlines and accurately fills out and turns in monthly work orders as required.
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	
Work Environment: Includes outdoors in a sand dune environment, in the cold and heat, frequent winds, blowing sand and dust, insects and intense off-highway vehicle activity. Work in hazardous conditions (i.e. raw sewage, chemicals, garbage, and hypodermic needles, rodents, broken glass, driving on loose sand and off road, operate off road vehicles and equipment, etc.) Work environment may expose incumbent to noise, dust, fumes, extreme wind, hot and cold temperatures, and unpleasant odors. Work at elevated heights, on or near machinery and heavy equipment or traffic.	
Physical Abilities: Ability to perform strenuous manual labor (i.e. digging trenching, boring, lifting, carrying, loading etc.) requires repetitive movements of heavy objects, ability to walk across uneven terrain, loose sand in both uphill and downhill conditions to perform the duties of the job, stand for long periods of time, (in excess of 2 hours) to perform the duties associated with the job, move about, stand, reach, stoop, or bend, lift up to 50lbs and may lift up to 75 lbs. with a required medical clearance. Ability to read, write, and communicate in English.	
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