



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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central	Maintenance Aide (Seasonal)	549-723-0987-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Monterey District	Maintenance Aide	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Big Sur Sector	Pfeiffer Big Sur 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 supervision of the Park Maintenance Supervisor, the Maintenance Aide (Seasonal) performs various housekeeping, groundskeeping, and minor maintenance repair tasks. Duties also include but are not limited to answering questions from the public, explaining park rules and regulations, operating light duty vehicles, and performing general unskilled maintenance within the Big Sur sector which includes Point Sur State Historic Park, Andrew Molera State Park, Pfeiffer Big Sur State Park, Julia Pfeiffer Burns State Park, John Little State Reserve, and the Multi-Agency Facility. Although the primary reporting location is Pfeiffer Big Sur State Park, the position may be required to work at other locations throughout the district as assigned and based on operational needs. This position may be assigned primary areas of responsibility within the sector.		
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%	HOUSEKEEPING Follow industry safety standards and ensure cleanliness, organization, and serviceability of public use areas, restrooms, shops, landscaped areas, employee areas. Clean restrooms and other park facilities as directed. Pick up garbage and refuse as encountered. Sweep and rake areas. Shovel out fire pits. Pick up recycling containers. Maintain the highest standards of cleanliness on all park properties and work collaboratively in a dynamic team throughout the district. Work with lead staff on projects including but not limited to carpentry, plumbing, electrical, and masonry. Keep work areas, storage facilities, and vehicles clean, organized, safe, and properly stocked.	
30%	FACILITIES MAINTENANCE Assist Department staff in performing facilities maintenance that includes minor repairs to facilities, groundskeeping, site cleanup, mowing lawns, weed-eating, and miscellaneous repairs to park facilities. Perform a variety of basic trail repairs and maintenance including clearing, brushing, tread repair, slough and berm removal, installing/removing footbridges, and other miscellaneous repairs as required. Clean, clear debris, and otherwise maintain various culverts, roads, and trails. Cut and clear trees and other chainsaw work.	
20%	EQUIPMENT OPERATION & MAINTENANCE Safely operate a variety of District equipment such as vans, pickup trucks, one ton dump beds, mowers, and gasoline powered tools. Maintain all District owned or operated equipment in accordance with manufacturer's recommendations. Perform minor vehicle repairs such as repairing flat tires, daily and monthly inspections, washing and waxing vehicles. Report all unusual conditions to the Park Maintenance Supervisor.	

5%	RESOURCE PROTECTION Be proactive in preserving the natural and cultural resources of the State of California. Work cooperatively with District specialists and be mindful of resource preservation in all maintenance 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. Be mindful of, and take action to prevent, polluting activities both on Park property and off. Seek opportunities to promote environmental consciousness and encourage recycling.	
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		
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. This is a uniformed position, and the employee must comply with all applicable Departmental uniform and grooming standards.		
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