



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central	Senior Maintenance Aide (Seasonal)	549-723-0996-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Monterey District	Senior 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		
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 Maintain the highest standards of cleanliness in all park facilities. Ensure the cleanliness, organization, and serviceability of buildings, public use areas, toilets, shops, and service and employee areas by performing and/or directing litter pick up, vehicle washing, refuse collection/disposal, sweeping/maintaining roads, and cleaning activities. Keep work areas, storage facilities, and vehicles clean, organized, safe, and properly stocked.	
30%	FACILITIES MAINTENANCE Assist Park staff in performing facilities maintenance that includes minor plumbing, carpentry 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. Work with inmates, CCC crews, and other volunteers as needed.	
25%	EQUIPMENT OPERATION & MAINTENANCE Operate and maintain state vehicles and various small equipment such as weed eaters, blowers, hedgers, chainsaws, etc. for which training has been provided and use authorized.	
5%	ADMINISTRATION Accurately complete and submit per timelines all paperwork as required: timesheets, vehicle mileage logs, inspections, Maximo program work logs, fuel logs, and any documentation as directed.	
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		
Staff may experience working in inclement weather conditions. Must be willing to work a day shift or swing shift, weekends, and holidays. May be required to travel to work site areas which may include trails, urban locations, unpaved roads, etc.		
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. This is a uniformed position, and the employee must comply with all applicable Departmental uniform and grooming standards. Must be able to read and write English, follow instructions, and work independently.		
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