



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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Southern Division	Maintenance Aide (Seasonal)	549-928-0987-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Orange Coast District	Maintenance Aide (Seasonal)	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
North Sector	Crystal Cove State Park	
STATE HOUSING		IMMEDIATE SUPERVISOR
Housing 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		
The Seasonal Maintenance Aide shall work under the direct supervision of a Park Maintenance Supervisor, and leadership of a Park Maintenance Worker I and/or Park Maintenance Assistant. The reporting location for this position is in the North Sector of Orange Coast District. The park unit for this location is Crystal Cove State Park. The Seasonal Maintenance Aide assigned to the Technical Services Department of the Orange Coast District of the California Department of Parks and Recreation shall perform various housekeeping tasks necessary to ensure that public health and safety standards are maintained.		
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	
80%	<u>FACILITY HOUSEKEEPING</u> Shall perform routine housekeeping duties to include but not limited to cleaning restrooms, campsites, and grounds, cleaning out fire rings, barbecues, charcoal ash containers and cleaning grates or grills. Litter and refuse removal from the campground and beach areas to include litter pickup using a litter pickup stick, removing trash bags from various size containers and placing these bags into pickup trucks or the refuse collection containers. Cleaning of all public facilities. Keeps and maintains records. Keeps related storage areas supplied with cleaning materials and public use items. Washing and cleaning state vehicles, cleaning and care of equipment.	
5%	<u>FACILITY MAINTENANCE</u> May be assigned to assist in repairs to various types of park facilities, with accepted techniques in carpentry, plumbing, electrical, and painting maintenance. Maintains roads and grounds, clears vegetation. Operates gas powered equipment. These duties are accomplished to keep the facilities in a high state of repair to provide the safety and enjoyment of the public.	
5%	<u>VISITOR CONTACT</u> Within the public use areas are expected to provide the public with information related to the public's use of the park facilities, including rules and regulations, and report violations to, and on occasion may assist State Park Peace Officer's in traffic control procedures.	
5%	<u>ADMINISTRATION</u> Completes routine paperwork, their own timesheet, vehicle mileage logs/hour logs and monthly vehicle inspections.	
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, lifting and shoveling. May have extensive exposure to dirt, dust, fumes, unpleasant odors and/or loud noises. May work in remote locations.

TELEWORK DESIGNATION:

This position is designated as 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