



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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Maintenance Aide (Seasonal)	549-656-0989-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Bay Area District	Maintenance Aide (Seasonal)	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
SF Bay Sector	Angel Island State Park (SP)	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☒ Housing is required ☐ Housing may be required ☐ Housing is not available		Park Maintenance Chief I
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
The Maintenance Aide (Seasonal) position works under the supervision of the Park Maintenance Chief I /Supervisor and/or designee. Primary duties are located at Angel Island State Park, but may be required to work in all other units within the Bay Area District. The Bay Area District/ Angel Island SP Maintenance Aide (Seasonal) position is primarily responsible for safely performing routine maintenance duties as required. Primary duties include various essential housekeeping tasks necessary to ensure public health and Department standards, garbage collection, litter pick-up, equipment maintenance, maintenance of facilities, roads, trails and grounds. Incumbent will be required to operate vehicles and various types of small equipment. This position works both independently and with direct supervision. In order to fulfill all of the duties of this position, you are required to live in State housing as your primary residence.		
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	
40%	Facility Housekeeping: Cleaning and/or stocking supplies in public use facilities; restrooms, drinking fountains, tables, benches, picnic areas, parking lots, etc. Housekeeping tasks also include litter pick up throughout park property, emptying barbeque debris and fire pits as needed, emptying garbage and replacing liners in trash cans, removing any graffiti from park facilities, washing and cleaning of State equipment and property will include, State owned facilities, vehicles, equipment, tools, etc.	
20%	Facility Maintenance: Assignments may include, working with volunteers, Departmental staff or by working independently to assist with facility repairs that could involve carpentry, plumbing, electrical, painting, and providing vegetation management as directed by operation's manager. Other projects include maintaining roads, trails and other State-owned facilities, utilizing and maintaining various types of equipment, and other tasks assigned.	
15%	Resource Protection: Assignments may include clearing trails, service roads and fire breaks of vegetation, litter and debris removal, as directed, may conduct re-vegetation work and exercise Best Management Practices to prevent erosion, keeps vegetation mowed down and away from buildings, parking lots, gates, roads and various other park facilities to help mitigate threats to public safety. Prunes and removes downed limbs, trees and other debris from public use areas and facilities. Complies with DPR and California Environmental Quality Act regulations and standards regarding use of pesticides, herbicides and soil treatment, recognizes and reports to supervisor any potential problems involving trespassing, erosion, infestation, disease, earth	

	slides, fallen or hazardous trees and all other Public Safety, Cultural and Natural Resources related issues.
15%	Visitor Contact: Employees working for California State Parks and Recreation are expected to provide the public with information related to the public's safe and legal use of park facilities. Employees are expected to maintain a courteous and professional manner while under the employment of California State Parks and Recreation. This includes wearing the Department's required uniform and personal grooming standards. Any violations and concerns regarding public and employee use of the State's resources shall be reported immediately to other permanent personnel on duty.
5%	Administration: Attends and participates in District staff meetings and Tail Gate Safety Meetings. Attends mandatory departmental classes. Inventories supplies and maintains monthly vehicle and equipment logs. Participates in the MAXIMO program and submits reports and vacation requests in a timely manner. The Maintenance Aide (Seasonal) shall communicate with the operations lead person and/or supervisory personnel of status and locations.
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 prolonged standing, bending, stooping and lifting. Works inside and outside in varying temperatures, may have extensive exposure to dirt, dust, fumes, unpleasant odors or loud noises. May work in remote locations as well as fast paced environment.	
TELEWORK DESIGNATION	
This position is designated as: (Check one)	
☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible	
SPECIAL REQUIREMENTS:	
May require heavy physical work including lifting, pushing or pulling equipment and materials weighing up to 40 pounds; frequent walking on even and uneven terrain; works from elevated surfaces such as from ladders and scaffolding; maybe required to work in confined spaces. This position requires a valid class "C" California drivers license. This position works as a crew member on a State Park Vessel as a deckhand. Pre-employment and random drug testing is a US Coast Guard requirement. Time worked as a deckhand can count toward boat operator licensure. This is a uniformed position, and the employee must abide by all applicable departmental uniform and grooming standards. Hiring process requires fingerprinting, substance abuse screening and a background check. Must be willing to work weekends and holidays. As an employee in required state housing, you are expected to respond to call-outs for non-emergencies, emergencies, or critical events occurring districtwide and outside of your normal work hours. Some examples include, but not limited to, response to park alarms (fire, sewer, water, etc.), hazardous material response (direct and support), fire response (direct and support), maintenance of critical infrastructure, and opening/closing gates after hours.	

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