



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)	
Desert Division	Maintenance Aide (Seasonal)	549-955-0987-901	
DISTRICT/HQ SECTION	WORKING TITLE	CBID	
Great Basin District	Maintenance Aide (Seasonal)	R12	
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT	
Mojave Sector	Red Rock Canyon State Park		
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR	
☐ Housing is required ☐ Housing may be required		Park Maintenance Supervisor	
☒ Housing is not available			
SENSITIVE POSITION DESIGNATION: (Check if applicable)			
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961			
POSITION DESCRIPTION			
The reporting location for this position is Red Rock Canyon State Park in Cantil, CA. This position will work under the direction of the Park Maintenance Supervisor. The work schedule for this position will be Wednesday through Saturday from 6:00am to 4:30pm and as operationally required up to 189 days per year. This position requires the physical agility and capability to carry out tasks assigned to the maintenance function. Responsibilities include but are not limited to litter and garbage collection and disposal; cleaning and maintaining picnic areas, restrooms, offices, and visitor centers; assisting with basic plumbing, electrical, carpentry, painting, vandalism repairs, road and trail maintenance, fence repairs, and special projects as directed. This position is a uniformed classification and is required to maintain an appearance conforming to Department standards. This position requires a valid California Class "C" Drivers License and a live scan background check.			
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%	<u>HOUSEKEEPING:</u> Responsible for giving the public a good impression of the parks including maintaining uniform and vehicles in good condition; greeting park users; providing clean restrooms, campgrounds, day-use areas, visitor centers, offices, and other facilities. Maintenance housekeeping functions will require applying various cleaning agents, pick up and removal of garbage/debris throughout the unit. Stocking and restocking all supplies needed to maintain an acceptable level for receiving the visiting public. Assist as directed in the maintenance of grounds with care of trees, shrubs, and other vegetation in the park as required. Repair fences, trail cleanup, maintain vegetation, and assist with resource maintenance related projects. Responsible for reporting malfunction or damage to equipment, or any unsafe vehicle conditions to the supervisor. Wash, clean, wax, and refuel vehicles as required.		
35%	<u>FACILITIES, TRAILS, AND ROAD MAINTENANCE:</u> Assists with basic plumbing, electrical, carpentry, painting, vandalism repairs, road and trail maintenance, boundary and corridor fence repairs, and ADA compliance projects. Performs minor service, repairs, and maintenance on miscellaneous equipment, tools, and light vehicles. Accounts for supplies and equipment used in operation and maintenance of facilities. Assist the Park Maintenance Worker I with assignments.		

20%	<u>EQUIPMENT OPERATION AND MAINTENANCE:</u> Check all hand and power tools daily to ensure safety and operational ability, repair or replace as necessary. Employee will report any malfunctioning, unsafe or damaged equipment that cannot be immediately repaired to the appropriate supervisor. Employee operates light vehicles such as pickups, SUV's, sedans, ATV's, side by side utility vehicles, and 1-ton trucks. Employee will be required to operate vehicles and equipment off road on fire roads and trails in all conditions. Complete daily vehicle log, and monthly vehicle safety inspection reports, and inventory. Employee will be required to keep records of work completed and to provide data for the department's facility maintenance tracking database as directed by the supervisor.	
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		
Occasionally requires heavy physical work; heavy lifting, pushing, or pulling required of objects up to 60 pounds. Use hand and power tools applicable to position and necessary to the task. May entail muscular strain, including walking, standing, stooping, sitting, kneeling, squatting, bending, twisting, lifting, carrying, and reaching on uneven and slippery surfaces. Climbing ladders, using power and noise producing tools and equipment, operating motorized vehicles and construction equipment. Requires use of safety equipment such as hard hats, safety glasses, safety boots, gloves, ear protection, and respirator. Work involves moderate exposure to unusual elements, such as extreme temperatures, wind, dirt, dust, fumes, smoke, and/or loud noises. Outdoor work is common.		
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 position is a uniformed classification and is required to maintain an appearance conforming to Department standards. Successful applicants must have approved criminal background check before hiring.		
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

