



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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Senior Maintenance Aide (Seasonal)	549-655-0996-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Bay Area District	Senior Maintenance Aide (Seasonal)	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Bay Area District	Olompali State Historic Park (SHP)	
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 direction from the Park Maintenance Supervisor, the Senior Maintenance Aide (Seasonal), is primarily responsible for safely performing routine maintenance duties, leads and assists in the training of other seasonal Maintenance Aides. Primary duties include coordinating and leading 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. The incumbent may be required to operate vehicles and various types of small equipment. Primary duties are located at Olompali State Historic Park but may be required to work in all other units within the Bay Area District. The reporting location for this position is the Maintenance Shop located at 8901 Redwood Blvd, Novato, CA 94945.		
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 stocking supplies in public use facilities; restrooms, drinking fountains, tables, benches, picnic areas, parking lots. 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.	
30%	Facility Maintenance: Assignments may include, working with volunteers, Departmental staff or by working independently to assist with facility repairs that could involve unskilled maintenance work 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 Department of Parks & Recreation (DPR) and California Environmental Quality Act (CEQA) 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.	
10%	Administration and Visitor Contact: Employees working for the Department of Parks & 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. 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, including the potential use of a park radio or telephone if needed. 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, TEMPO Time Sheet and vacation requests in a timely manner. The Senior Maintenance Aide shall communicate regularly with the operations lead person and or supervisory personnel to inform 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 and or loud noises. May work in remote locations as well as a 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:		
Possession of a valid Class "C" Driver's License is required. May require heavy physical work including lifting, pushing, or pulling. Read, write, and understand English		
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