



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Division	Senior Maintenance Aide (Seasonal)	549-935-0996-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
San Diego Coast District	Senior Maintenance Aide	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
District Offices	District Maintenance Shop	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Maintenance Chief III
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 the maintenance shop at Old Town State Park 4477 Pacific Highway, San Diego CA 92110. The normal work shift is 6:00 A.M. – 4:30 P.M., Sunday - Wednesday. This position is under the direction of the District Restoration Work Specialist. The duties of a Senior Maintenance Aide (Seasonal) will be focused on restoration of the Nationally Registered Historic Structures within Old Town State Historic Park with an emphasis on adobe construction. Candidates should have some experience working on historic properties or with earthen architecture. Candidates will be trained in adobe production, repair, and preservation. Candidates will also gain experience in project management, historic research, and documentation.		
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%	ADOBE RESTORATION/PRESERVATION This position will teach both traditional and modern approaches to adobe construction and restoration. Incumbent will become proficient in: the ability to assess and match adobe compositions, the production and application of adobe blocks/mortar/plaster, the historic and modern uses of lime products (washes/plasters/renders), repairing the adobe/wood interfaces of doors/windows/framing, the assessment and diversion of water related damage to structures, the seasonal protection of susceptible structures during the rainy season, collaboration with interpretive/educational/archeological programs, regional differences in adobe construction across the state.	
25%	HISTORIC RESEARCH This position will require a thorough understanding of “The Secretary of the Interior’s Standards for the Treatment of Historic Properties” and incumbent will be able to differentiate between “Restoration”, “Preservation”, “Reconstruction”, and “Rehabilitation”. Regular research into the legal framework of preservation, alongside practical research of historic techniques and methods will be constant. Incumbent will become proficient in utilizing State Park archives and databases and become versed in Historic Structure Reports and Building Assessment Reports.	
25%	DOCUMENTATION	

	This position will require regular documentation of completed work by notes, reports, photography and video documentation. Incumbent will become proficient in various recording practices and maintain systematic notes.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	SAFETY Incumbent will carry out assignments and maintain work areas in accordance with established safe job practices; obey warning tags and signs; maintain good health and physical condition necessary to perform assigned duties; use provided safety equipment, equipment guards, and request additional equipment when needed. Incumbent will report any unsafe job practices, tool condition, or equipment problems to Lead/Supervisor. Incumbent will attend safety meetings and trainings as required. This position is required to operate a state vehicle during the work shift. Operator will complete safety check before driving state vehicle, observe and follow all vehicular laws, rules and regulations	
5%	PUBLIC CONTACT In the course of daily duties, this position has frequent contact with park visitors. When speaking with park visitors, incumbent will be courteous, attentive, and helpful.	
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: (Check one)		
☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible		
SPECIAL REQUIREMENTS:		
Will require heavy physical work including lifting, pushing, pulling, shoveling, or painting. 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