



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Division	Maintenance Aide (Seasonal)	549-938-0987-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
San Diego Coast District	Maintenance Aide	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Tijuana River Estuary Sector	Silver Strand State Beach	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Park 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		
Under the supervision of the Park Maintenance Supervisor, the Maintenance Aide will perform facility housekeeping duties, equipment maintenance and provide information to the visiting public. The reporting location for this position is the maintenance shop at Silver Strand State Beach, 5000 CA-75, Coronado, CA 92118. The normal work shift is 0700-1530, five days a week. This position works weekends and holidays.		
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 This position, under direction of a lead worker, is responsible for keeping all public restrooms, public areas, campsites, walkways and parking lots, trails, dumpster pads, shop and interpretive areas, in a clean, safe, and usable condition. All restrooms will be cleaned carefully and thoroughly at least once a day. This includes but is not limited to: disinfecting and cleaning urinals, toilets and sinks; cleaning restroom and campsite drains; dusting sills, louvers, partitions, and other surfaces; removing graffiti; cleaning mirrors; replacing burned out light bulbs; sweeping and mopping floors; filling toilet paper dispensers; emptying sanitary napkin receptacles and trash cans; sweeping exterior walkways; and reporting to the Supervisor / Lead Person any problems found in restrooms or other areas of the park. Campsites will be routinely cleaned by raking up litter, removing excessive ashes and debris from camp stoves or fire rings, inspecting tables for damage and cleaning.	
25%	Litter and Garbage Removal All parking lots, walkways, beaches, roadsides, open areas, stream beds, campsites, picnic areas and around buildings will be kept free of broken glass, cans, paper and other unsightly debris. Trash cans will be routinely checked and emptied if more than half full. Plastic liners will be installed correctly knotted.	
20%	Equipment Maintenance This position will be required to drive a state vehicle during the course of duties. Operator will complete vehicle safety check before driving state vehicle, observe all vehicular laws, rules and regulations, bring to Supervisor / Lead person's attention any problems with equipment, wear	

	seatbelts, always have driver's license in possession, wear corrective lenses if so, noted on license, and clean out vehicle thoroughly at end of shift. This position may also be called upon to use various types of small equipment such as lawn mowers, weed whackers, backpack blowers, or small electric sewer augers. Incumbents will be instructed as to proper use by permanent personnel prior to using equipment.	
10%	Safety & Public Contact 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 Supervisor or Lead Person. Incumbent will attend safety meetings and training as required. In the course of daily duties, this position has frequent contact with park visitors.	
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		
Outdoor work is common. The incumbent's work will involve moderate exposure to a full range of environmental conditions, varying terrain, unusual elements and inclement weather. This includes extreme temperatures; cold, windy, wet and muddy conditions; hot, dry, muggy or unpleasant conditions; exposure to dirt, dust, fumes, smoke, unpleasant odors and loud noises.		
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. The required uniform will be maintained in a clean and neatly pressed condition; the state park patch will be visible at all times; shirts will be tucked in at all times; only authorized uniform items will be worn. When speaking with park visitors, incumbent will be courteous, attentive and helpful.		
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