



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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field	Park Maintenance Assistant	549-915- 6766-003
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Angeles District	Park Maintenance Assistant	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Santa Monica Bay	Trippet Ranch 20828 Estrada Rd., Topanga, CA, 90290	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Park Maintenance Chief
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☒ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
The Angeles District is responsible for 25 of California State Park's units and sub-units and serves ones of the most diverse and populated areas of California. Under supervision of the Park Maintenance Chief I and direction from the Park Maintenance Worker II, the Park Maintenance Assistant will do routine cleanup and unskilled maintenance; perform various housekeeping, grounds keeping and minor maintenance tasks; answer routine questions from the public as necessary; complete miscellaneous reports; lead and train less experienced maintenance personnel in housekeeping and minor grounds work. May lead a crew of seasonal employees doing cleanup and other unskilled work during peak seasons. The work schedule is Sunday to Thursday from 10:30 am to 7:00 pm.		
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	
45%	<u>Facility Maintenance</u> Clean restrooms, showers, campgrounds, picnic sites and other facilities. Safely apply various cleaning agents by reading and understanding the Material Safety Data Sheets to ensure proper use and storage of cleaning supplies. Pick up and haul garbage and trash; replace light bulbs; clear sidewalks and parking lots of debris and/or sand; pick up litter in day use areas, campgrounds, trails, parking lots, roads and beaches; operate vacuum cleaners, backpack blowers and use brooms, mops, buckets, ladders, extension poles, and litter pickup tools. Complete inventories and stock restrooms and other use facilities. Load, unload and handle building materials and other supplies. Assist in the care and maintenance of trees, shrubs, lawns, and other vegetation. Complete trail improvement and cleanup work including culvert clearing. Assist park maintenance employees with the more complex maintenance projects including but not limited to painting, trail construction and maintenance, plumbing and carpentry projects. May assist local and state firefighting personnel with regards to structural and forest fires.	
25%	<u>Equipment Operation and Maintenance</u> Drive light-weight vehicles and operate a variety of maintenance equipment including, but not limited to; power tools, hand tools, leaf blowers, pressure washer, lawn mowers (riding and push/self-propelled) and weed eaters. Maintain tools, equipment, and work areas in a safe, clean, and efficient condition. Perform minor maintenance on light vehicles, small tractors, and mowers.	

15%	<u>Administration</u> Properly complete purchase documents (including Purchase Orders, CalCard and Service Agreements), vehicle logs, vehicle safety checklists and timesheets. Assure miscellaneous reports are submitted in accordance with deadlines. Accurately fill out and turn in monthly work orders as required. Participate in mandated Tailgate Safety meetings. Answer routine questions from the public as necessary. Participate in applicable training and meetings as required.	
10%	<u>Housekeeping</u> Lead, train and assist a crew of seasonal maintenance personnel routine performing housekeeping, grounds keeping and other unskilled work.	
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		
Will walk on uneven surfaces and navigate stairs. Will work in outdoor conditions in hot or cold weather and in dust or dirt. May have extensive exposure to dirt, dust, fumes, unpleasant odors and/or loud noises. Typical work activities may involve office and desk work as well as field visits, hiking to sites, working outdoors in all types of weather, altitudes, and seasons.		
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 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