



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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Desert Division	Maintenance Aide (Seasonal)	549-950-0987-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Inland Empire District	Seasonal Maintenance Aide	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
District Facilities	Lake Perris State Recreation Area	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		District 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		
Reporting location will be at Lake Perris State Recreation Area located at 17801 Lake Perris Drive Perris, CA 92571. The Maintenance Aide works under the supervision of District Maintenance Chief and will support the District Maintenance team, collaborate with the Park Maintenance Worker II, and the Heavy Equipment Operator, Heavy Equipment Mechanic, Auto Shop Mechanic, and the Materials and Store Specialist. Responsibilities include, but are not limited to, assisting with vehicle maintenance tasks, supporting warehouse operations, aiding the State Park Equipment Operator with minor tasks, working on low-level, semi-skilled projects throughout the district, and various housekeeping duties to support the District Maintenance operation. The Maintenance Aide will perform routine duties dressed in a full California State Parks uniform and adhere to the grooming standards of the Department. The uniform will be purchased by the Maintenance Aide and it shall be kept clean and in good condition at the start of each workday.		
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% Fleet Maintenance and Support	Supports auto shop operations by thoroughly cleaning the workspace to ensure a safe and organized environment. Assists with oil changes and tire replacements under the guidance of the auto mechanic while maintaining high-quality service. Cleans fleet vehicles and performs battery swaps to keep vehicles in optimal condition. Provides high-quality assistance to Heavy Equipment Mechanic during repairs and regular maintenance. Transports vehicles to smog shops for regulatory compliance. Assists with transmission and other installations, ensuring reliable support under the Auto Mechanic's or Heavy Equipment Mechanic's guidance. Checks and tops off fluids (oil, hydraulic fluid, coolant) and monitors fuel tank levels. Assists with minor repairs such as replacing filters, belts, and small components under the guidance of the Auto Mechanic or Heavy Equipment Mechanic.	
30% Facility and Equipment Maintenance	Assists the PMW II with various inspections. Performs pre- and post- operation checks on heavy equipment (e.g. excavators, bulldozers, loaders) to identify wear, damage, or fluid leaks. Cleans and upkeeps equipment, removing dirt, grease, and debris to maintain functionality and appearance, and ensures work areas are tidy. Organizes, retrieves, and stores tools, spare parts, and attachments required for maintenance tasks, ensuring they're readily available to staff. Provides support to the PMW II and other maintenance staff on various projects, completing low-level tasks for projects and repairs as needed.	

	Helps to transport equipment or parts to and from various job sites and/or repair shops and helps to load/unload trailers. Sets up work areas/zones for safety by placing cones and barriers, ensuring the area is clear of hazards to maintain a safe environment. Acts as a spotter or signal person to help the PMW II, mechanics and State Park Equipment Operator when needed to navigate tight spaces and in low-visibility conditions to maintain safety and limit liability.
15% Administration and Safety	Records and maintains fuel consumption and levels. Retains, updates and manages various required logs to include service dates, parts used, and various inventory, and ensures accuracy to remain in compliance. Follows safety protocols by wearing PPE and ensuring lockout/tagout procedures are followed during maintenance tasks. Ensures adherence of safety protocols and regulations, such as OSHA standards, are being met in all projects, procedures, etc.
10% Warehouse Support	Assists the Materials & Stores Specialist by maintaining a clean and organized warehouse through regular cleanings. Takes inventory of all current items to maintain daily operations and restocks as needed. Updates tool log sheets, inventory logs, and issues keys and tools to employees during weekend shifts, and in the absence of the Materials and Stores Specialist. In the absence of the Materials and Stores Specialist, helps to collect vehicle information reports for applicable fleet.
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	
Work involves moderate exposure to unusual elements such as extreme temperatures (over 100 degrees in the summertime and near freezing in the winter months), dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. The work environment involves some exposure to hazards or physical risks, which require following basic safety precautions. Outdoor work is common. Typical work activities involve frequent and prolonged periods of standing, walking, bending, and stooping. Must occasionally push/pull/lift up to 50 pounds.	
TELEWORK DESIGNATION	
This position is designated as: (Check one)	
☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible	
SPECIAL REQUIREMENTS:	
Must be self-motivated and work well in both an independent and team environment. Must possess and maintain a valid California driver's license and maintain a good driving record. Must be able to pass a criminal background check.	

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