



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central	Senior Maintenance Aide (Seasonal)	549-720-0996-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Monterey District	Senior Maintenance Aide	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Monterey District (720)	Ixshenta State Park	
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 the direction of the Monterey District Roads and Trails Services Park Maintenance Supervisor, the incumbent performs unskilled maintenance work and other maintenance service functions at project sites throughout the district. The reporting location for this position is the district trails headquarters office located at Ixshenta State Park (formerly the Point Lobos Ranch property) in Carmel, California, across the highway from Point Lobos State Natural Reserve. Normal working hours are 0700 to 1730 four days per week. The Senior Maintenance Aide will frequently work from remote locations to efficiently complete task assignments. This position will provide daily support to contracted youth corps crews in project implementation that includes trail and road construction, maintenance, and resource activities.		
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%	FACILITY MAINTENANCE Assist permanent maintenance workers in unskilled maintenance work at district locations associated with the construction and repair of trails, buildings, systems, and roads located within the Monterey district. Document all work performed, keeping accurate drawings and records of time and materials used. Inspect completed work for quality control and established standards. Ensure that all work is performed with due regard to safety and sensitivity to the resource.	
25%	EQUIPMENT OPERATION AND MAINTENANCE Operate and maintain equipment used in the performance of maintenance activities. Perform equipment service and inspections. Schedule repairs and maintain records of equipment during periods of use. Comply with and ensure safety precautions relating to vehicle and equipment operation. Report all unusual conditions to supervisor.	
10%	RESOURCE MANAGEMENT Preserve the natural and cultural resources of the State of California. Work cooperatively with district specialists and be mindful of resource preservation in all maintenance activities. Work cooperatively with personnel in other classifications to meet the district's resource management goals. Respond to threats of fire, erosion, trespassing, or encroachment. Ensure proper steps to prevent polluting activities. Ensure trash receptacles are emptied and take measurements to	

	prevent spills both on Park property and off. Seek opportunities to promote environmental consciousness and encourage recycling.	
5%	HOUSEKEEPING Maintain a clean and safe work site at all times. Clean restrooms and other park facilities as needed. Pick up garbage and refuse as encountered. Sweep and rake areas. Shovel out fire pits. Pick up recycling containers. Perform tasks as required to maintain the public use and shop areas of the parks.	
5%	SAFETY Participate in the district safety program by attending, and at times leading, safety meetings. Inform the appropriate supervisor of safety hazards.	
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 working conditions include working outdoors in remote areas in all weather conditions. Work will include heavy manual labor, extensive walking to and from work sites, hot summer temperatures, cold winter conditions including work in rain, and coastal environments. This position is required to work nights, weekends, and overtime in accomplishment of assigned tasks. This position will spike camp at work sites throughout the state.		
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