



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field Division	Maintenance Aide (Seasonal)	549-742-0987-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
San Luis Obispo Coast District	Maintenance Aide (Seasonal)	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Museum Sector/ Collections	Hearst San Simeon State Historical Monument	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Museum Curator I
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
The Maintenance Aide works under the supervision of the Museum Curator I at Hearst San Simeon State Historical Monument (Hearst Castle). The reporting location is the Collections office at Hearst Castle®. The duties of this position include providing for the care, cleaning, protection and maintenance of the furnishings and building interiors of Hearst Castle. Hearst San Simeon SHM is open 7 days a week. Shift schedules usually include weekends		
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%	Collections Maintenance Perform unskilled museum custodial duties such as sweeping, mopping, waxing, vacuuming, washing windows, disinfecting, cleaning historic restrooms in Museum facilities. Provide support for maintaining enhanced cleaning requirements on the interior of Hearst Castle. Assist in the care, preservation and maintenance of the collection, furnishings and interiors. Clean, dust and wax as necessary. Assist in performing specialized techniques in cleaning tapestries, statuary, antique woods and metals. Assist with integrated pest management.	
30%	Equipment Maintenance Perform minor service, repair and maintenance on miscellaneous equipment. Help with inventory of equipment and tools. Keep records of inventory and maintenance of tools.	
20%	Facility Maintenance Perform unskilled maintenance of new and antique installations which may include assisting with minor plumbing, electrical, carpentry, sewing or textile 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		
Working in the interior and exteriors of historic structures around artifacts, and under adverse weather conditions (extreme heat, high winds, and rain). Exposed to cleaning products, chemicals, dirt, dust, mold,		

fumes, unpleasant odors, loud noises, and waste from rodents and other pests. Hearst San Simeon SHM is open 7 days a week and the schedule is based on operational need and may change at any time. The position typically works from 6:30am to 3:00pm, 3 to 4 days per week with a maximum 1,500 hours per calendar year, and may include work on Saturdays, Sundays, and holidays, and at odd or irregular hours. Must adhere to departmental uniform requirements. Outdoor work is common. Daily duties require the incumbent to stand, sit, and walk with repetitive leg and arm movements and constant hand grasping and finger dexterity. May occasionally bend, reach forward and overhead, squat, and kneel. Frequent and prolonged periods of standing, walking, and sitting. Requires moderate physical work, moderate lifting, pushing, or pulling.

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 incumbent will need to be able to perform the essential job functions (duties) of this position with or without reasonable accommodation. Requires the ability to access all areas of the facility throughout the workday, climb four floors approximately five times per day, lift up to 35 pounds, and climb a six-foot ladder.

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