



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Desert Field	Park Maintenance Assistant	549-940-6766-902
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Colorado Desert District	Roads and Trails (PI)	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Colorado Desert District	Anza-Borrego Desert State Park	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☒ Housing may be available ☐ 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 direct supervision of the District Maintenance Chief, the Roads and Trails Park Maintenance Assistant (PMA) is a lead person for a crew that performs a variety of road-related functions. Patrolling over 500 miles of unpaved roads, this position is an essential part of the Colorado Desert District team. It is a semi-skilled position involved in maintaining unpaved roads throughout the district, primarily working in Anza-Borrego Desert State Park. This job includes protecting natural resources from damage by discouraging off road incursions, removing illegal fire rings, and promoting “pack it in pack it out” practices to visitors. The incumbent’s work schedule will be Wednesday to Saturday from 6:00 AM to 4:30 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	
40%	FACILITY HOUSEKEEPING & MAINTENANCE Removing illegal fire rings, litter pickup, graffiti removal and vandalism repair. Installing and maintaining road signs, vehicle barriers, gates, locks and fencing. Complete trail improvement and cleanup work including culvert clearing. Assist maintenance employees with the more complex maintenance projects including but not limited to trail construction and maintenance. Providing visitors with information about the park, reporting damage and using hand and power tools, for which the employee has been trained and approved to use. Lead, train and assist a crew of seasonal maintenance personnel routinely performing housekeeping, grounds keeping and other unskilled work.	
20%	ADMINISTRATION Attend safety and accident prevention meetings. Follows all applicable hazardous materials rules, regulations, and policies. Wears required personal protective equipment (PPE). Maintains a workspace free of hazards and unnecessary materials, keeps storage areas clean and neat, and keeps all tools and equipment clean and in proper working condition. Operates all equipment and vehicles in a safe manner. In charge of inventorying sign stock, keeping track of sign usage, and ordering standard and custom signs.	
15%	NATURAL RESOURCES Protect natural resources from damage by discouraging off-road incursions with signs and barriers. Work cooperatively with District specialists, be mindful of resource preservation in all maintenance activities and work with personnel in other classifications to meet the District’s	

	resource management goals and respond immediately to threats of fire, erosion, trespass, or encroachment. Be proactive in preserving the natural and cultural resources of the State of California in all assignments and projects. Seek opportunities to promote environmental consciousness and encourage recycling.	
15%	EQUIPMENT OPERATION AND MAINTENANCE Drive lightweight 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.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	WORK ORDER TRACKING Monitoring work orders as they come in, prioritizing and scheduling staff to complete work orders. Gather and input data using GIS and Maximo.	
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 work activities involve frequent and prolonged periods of sitting, standing, and walking. Exposure to various and extreme weather conditions, especially heat. Hiking/walking trails. Work environment may involve some exposure to hazards or physical risks, which require following basic safety precautions.		
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