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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Division	Senior Maintenance Aide (Seasonal)	549-694-0996-901
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
Diablo Range District	Senior Maintenance Aide (Seasonal)	R12
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
Delta Sector	Brannan Island State Recreation Area	
STATE HOUSING		**IMMEDIATE SUPERVISOR**
Housing not available		Staff Park and Recreation Specialist

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 Staff Park and Recreation Specialist, this position will perform housekeeping, groundskeeping, facility and equipment maintenance, related recordkeeping, and assist with resource management. The reporting location of this position is the Maintenance Shop, located at Brannan Island Recreation Area. Other work locations include the Delta Meadows Park Property and the Locke Boarding House Museum. Work hours are 0700-1730, four consecutive days per week, alternate schedules may be accommodated depending on operational needs, employee educational schedule or mutual agreement between employee and Supervisor.

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
30%	**HOUSEKEEPING** Perform approved daily housekeeping duties within facilities, required to maintain facilities in a safe, sanitary, clean, attractive, and functional condition as directed and includes sweeping, dusting, vacuuming, mopping, wiping, waxing, and polishing floors and other surfaces, scrub toilets, urinals, wash basins, drinking fountains, and other fixtures, pick up, collect, and properly dispose of litter, refuse, trash and other debris, clean and fill soap, toilet paper, towel, and other dispensers, clean and polish glass, windows, brass surfaces, exhibits, displays, furniture and furnishings, mirrors, signs and equipment, remove graffiti and other foreign objects from facilities, use and maintain in good working condition all housekeeping implements such as mops, brooms, squeegees, brushes, etc., properly store and use various cleaning agents and chemicals in a safe manner.
30%	**RESOURCE MANAGEMENT** Responsible for running and removal of downed limbs, trees and other debris from public use areas and facilities, work cooperatively with specialists and be mindful of resource preservation in all maintenance activities, work with fellow staff members in the event of fire, flood, or other natural disasters. Be aware of activities and situations possibly leading to pollution, erosion or other damage to State Park property and take appropriate actions. Be proactive in preserving the natural and cultural resources of the State of California. Assignments may include clearing trails, service roads and fire breaks of vegetation, litter and debris removal, as directed.

15%	**ADMINISTRATION** Assist with inventory and stock of housekeeping supplies, completes personal attendance report in a timely manner, assist with information gathering for facility inspections specifically Maximo and CAMP documents, vehicle inspections, work orders, and repair requests related to the maintenance program, attend safety and staff meetings as scheduled, assist in Equipment Program by completing appropriate acquisitions, survey, and disposition documents.
10%	**FACILITY MAINTENANCE** Perform minor repairs and assist with unskilled tasks on the various facilities such as changing burned out light bulbs, prepare surfaces for painting, tighten loose nuts and bolts, lubricate doors, windows, locks and hardware, weed, irrigate plants, prune, and trim various trees and other vegetation, operate only the tools, vehicles, and equipment for which proper training has been received and only those that have been checked out, recognize and immediately correct any safety hazards, within capabilities, as well as report all hazards to supervisor.
10%	**EQUIPMENT MAINTENANCE** Perform safety checks on all equipment before use, clean, wash, and wax vehicles, assume responsibility for maintaining hand and power tools, cleaning and ensuring proper operating condition, and properly storing and securing, maintain and update vehicle and equipment safety logs.

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 work activities involve frequent periods of bending, stooping and may require heavy physical work including lifting, pushing or pulling, lifting 25 to 50 pounds. Perform indoor and outdoor work, often in inclement weather. May have extensive exposure to dirt, dust, fumes, rain, unpleasant odors and/or loud noises, and uneven ground. May work in remote locations.

TELEWORK DESIGNATION:

This position is designated as NOT Telework Eligible.

SPECIAL REQUIREMENTS:

Possession of a valid class C driver's license and maintenance of a good driving record 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