



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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Park Maintenance Assistant (PI)	549-693-6766-902
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Gold Fields	PMA	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Marshall Gold Discovery SHP	Coloma MGDSHP	
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		
This position works under the supervision of the Park Maintenance Supervisor. The reporting location is the Marshall Gold Discovery SHP maintenance yard located in Coloma, CA. This position may require that some tasks be performed from ladders. Use of lifts, vessels, electric vehicles, and various equipment may also be necessary. Duties include but are not limited to: Overseeing day to day responsibilities of seasonal staff, performing minor facility repairs including but not limited to plumbing, carpentry, and electrical fixes, and working on historical buildings while following the Secretary of Interior Standards as required by state law.		
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/RESOURCE MAINTENANCE: Makes minor repairs and performs semi-skilled tasks on the various facilities such as changing burned out light bulbs, preparing surfaces for painting and tightening loose nuts and bolts. May assist others in performing grounds keeping, trail work, carpentry, painting, plumbing, electrical, masonry and other construction craft related skills projects. Operates only those tools, vehicles, and equipment for which the employee has received appropriate training and authorization. Recognizes and immediately corrects safety hazards and reports all hazards to supervisor. Remove, fix, and replace historic windows while making sure to follow the guidelines of the Secretary of Interior Standards.	
30%	EQUIPMENT OPERATION AND MAINTENANCE: Maintain functioning equipment and tools in the carpenter shop and operate the wood mill as necessary. Assist the staff with cleaning vehicles and equipment assigned to the maintenance program. Completes monthly vehicle equipment inspections and report any deficiencies to lead staff or supervision. Make recommendations for additional or replacement equipment items for the annual equipment budget.	
15%	HOUSEKEEPING: Responsible for maintaining a clean and organized carpenter shop at the end of each day and reporting any discrepancies to the supervisor. Ensures that seasonal staff are performing day-to-day housekeeping operations throughout the park. Duties will require that maintenance of these facilities be safe, sanitary, clean, attractive and in functional condition. Typical tasks may include raking, sweeping, dusting, vacuuming, mopping, cleaning toilets, urinals, and other fixtures. Picks up, collects, and properly disposes of litter, refuse, trash, ash from barbeques and fire rings	

	and other debris. Cleans and fills soap, toilet paper, towel, and other dispensers. Uses and maintains in good working condition all housekeeping implements such as mops, brooms, squeegees, and brushes. Properly stores and uses various cleaning agents and chemicals in a safe manner.	
10%	ADMINISTRATIVE FUNCTIONS: Attends and participates in staff and safety meetings. Attends mandatory training in defensive driving. Attends maintenance skills and other job-related training programs. Prepares and submits attendance reports, vacation requests, and other personnel-related documents accurately and in a timely manner. Reads and understands departmental policies, directives, organization, goals and related correspondence. Inventories supplies when requested and upon approval of the supervisor procures these supplies by using the proper purchase documents, keeping with the guidelines, rules and regulations. Notifies supervisory staff of potential safety concerns or accident risks involving seasonal personnel.	
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		
Frequent standing; working in extreme weather conditions.		
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