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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Maintenance Aide (Seasonal)	549-642-0987-901
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
Sonoma Mendocino Coast	Maintenance Aide (Seasonal)	R 12
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
Mendocino	Mackerricher State Park	
STATE HOUSING		**IMMEDIATE SUPERVISOR**
State Housing is not available		Park Maintenance Chief I

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 supervision of the Park Maintenance Chief I, with leadership provided by the Park Maintenance Worker I or the Park Maintenance Assistant, the Maintenance Aide is responsible for keeping the work area and facilities of assigned park units clean and orderly, answers questions of the visiting public, and maintains and operates light vehicles. The reporting location is located at Mackerricher State Park, with a schedule of 7:00 to 3:30 on varied days of the week.

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 HOUSKEEPING** The Maintenance Aide cleans park structures and facilities, i.e., office, restrooms, shop buildings, campsites, picnic sites and display cases. Cleaning consists of washing and waxing floors, washing windows, picking up litter, scrubbing wash basins/toilets, in addition to collection and disposal of garbage.
20%	**FACILITIES MAINTENANCE** Under directions, the Maintenance Aide scrapes, sands and paints structures, repairs picnic tables, food lockers, signs, digs trenches to install or repair water, sewage, and electrical lines, sweeps and makes minor repairs to roads, hauls supplies to and from job sites and assists other personnel on more complex jobs.
20%	**RESOURCE PROTECTION** The Maintenance Aide waters, mows and edges lawns, assists in erosion control, clears fire breaks and trails, helps remove downed trees from public use areas, assists in tree and shrubbery pruning, fights structural and wildfires in addition to assisting flood control programs.
10%	**ADMINISTRATION** The Maintenance Aide inventories supplies, restocks paper and cleaning supplies, completes mileage log, vehicle check sheets and attendance records as required.

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 lifting. Perform indoor and outdoor work often in inclement weather. May have extensive exposure to dirt, dust, fumes, unpleasant odors and/or loud noises. 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 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