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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field Division	Senior Maintenance Aide (Seasonal)	549-742-0996-901
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
San Luis Obispo Coast District	Senior Maintenance Aide	R12
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
Museum/Collections	Hearst San Simeon State Historical Monument	
STATE HOUSING		**IMMEDIATE SUPERVISOR**
State 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

Under the direction of the Museum Curator I, this position provides for the care, cleaning, protection, and maintenance of the art, furnishings, and building interiors of Hearst Castle. This position may train and or lead Maintenance Aides in the absence of permanent employees in housekeeping, cleaning, and maintenance of Hearst Castle collections. This reporting location is the Collections Office at Hearst Castle, San Simeon, CA.

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
35%	HOUSEKEEPING: Provide for the care, preservation and maintenance of the museum collection objects, including art, furniture, and architectural elements, clean, dust, and wax museum objects as necessary, perform specialized techniques in cleaning textiles, statuary, antique materials, and fountains in conformance with professional standards, participate in integrated pest management program, maintain interior environment by tracking and adjusting temperature, humidity, sunlight, and airflow.
35%	FACILITY MAINTENANCE: Perform unskilled museum custodial duties such as sweeping, mopping, dusting, waxing, vacuuming, washing windows, disinfecting, and cleaning historic restrooms in Museum facilities. Contribute to maintaining enhanced cleaning requirements in the interior and on the grounds of Hearst Castle. Perform unskilled maintenance of new and antique fixtures which may include assisting with minor plumbing, electrical, carpentry, sewing, or textile work.
20%	EQUIPMENT MAINTENANCE: Perform minor service, repair, and maintenance on miscellaneous equipment, including vacuums, dehumidifiers, and humidifiers, assist with inventory of equipment, tools, and housekeeping supplies, Instructs seasonal staff in the safe and proper use of tools and housekeeping supplies.

MARGINAL FUNCTIONS:

%	TASK/DUTIES
5%	Assist with seasonal preparation of museum spaces for both summer and winter weather, assist with preparation for special events.

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, complete activity and maintenance logs

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 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 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. 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 NOT Telework Eligible.

SPECIAL REQUIREMENTS:

None

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