



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Desert Division	Park Maintenance Assistant	549-252-6766-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Great Basin District	Park Maintenance Assistant	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Hungry Valley Sector	Hungry Valley State Vehicular Recreation Area (SVRA)	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required		Park Maintenance Supervisor
☒ Housing is not available		
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☒ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
The reporting location for this position is Hungry Valley SVRA at 46001 Orwin Way in Gorman, CA. The Park Maintenance Assistant will do routine cleanup and unskilled maintenance; performs various housekeeping, grounds keeping and minor maintenance tasks; answers routine questions from the public as necessary; completes miscellaneous reports; leads and trains less experienced maintenance personnel in housekeeping and minor grounds work. May lead a crew of seasonal employees doing cleanup and other unskilled work during peak seasons. This position reports to and works under the supervision of the Park Maintenance Supervisor. Reporting time for this position is Wednesday through Saturday, 06:00 am to 04:30 pm. Employees who work to support State Vehicle Recreation Areas (SVRA) utilize the OHV Trust Fund and are responsible for appropriate use of the fund and to help ensure program transparency, accountability, and compliance (TAC) goals are met.		
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%	<u>Facilities Housekeeping</u> Coordinate and/or perform housekeeping duties at all District and public use facilities ensuring that all facilities are kept in a clean and hazard-free condition. Maintain an accurate inventory of housekeeping supplies and ensure the facility housekeeping records are kept up to date. Assist with the procurement of housekeeping supplies.	
30%	<u>Facilities Maintenance</u> Assist with road and trail maintenance, basic plumbing, electrical, carpentry, painting, vandalism repairs, boundary and corridor fence repairs, and ADA compliance projects. Assist Park Maintenance Worker I with various semi-skilled and skilled maintenance projects. Coordinate and/or perform grounds keeping duties. Assist with identifying any facility safety hazards and report all hazards to the appropriate staff member(s). Perform minor facility repairs. Assist in the procurement of tools and materials for maintenance projects.	
15%	<u>Equipment Operation and Maintenance</u>	

	Maintain all small engine power equipment such as chainsaws, power drills, augers, and weed mowers including minor repairs and maintenance of the premix gasoline mixture. Complete monthly vehicle inspections and ensure equipment use records are completed in a timely manner.
10%	<u>Lead Person/Safety</u> Participates in training activities, recommends training needs, and trains seasonal personnel as directed. Participates in District safety programs, and seasonal recruitment efforts as directed. May also function as a lead person for Los Angeles County inmate crews, State Park Volunteers, or California Conservation Corps crews.
5%	<u>Administrative</u> Completes time sheets, purchasing documents, inventories, weekly reports, vehicle logs, and other records involving personnel and maintenance issues.
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	
Work outdoors in various types of weather; work in unpleasant conditions (e.g., Rainy/hot weather) Work in hazardous situations (e.g., chemicals) Works at elevated heights or near fast-moving machinery, off highway vehicles, or traffic. Occasional to frequent work outside of office, in a field environment. Work in a range of climatic environments from hot, dry deserts, cool forests, and mountainous areas. May be exposed to extreme weather and traffic conditions. Operate and navigate 4x4 vehicles, ATVs, ROVs or motorcycles in remote park locations. Walking or hiking into remote areas of parks with a wide range of terrain.	
TELEWORK DESIGNATION	
This position is designated as: (Check one)	
☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible	
SPECIAL REQUIREMENTS:	
Duties performed does require participation in the DMV Pull Notice Program Duties performed require a valid Class C – Driver's License 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
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