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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field	Senior Maintenance Aide (Seasonal)	549-914-0996-901
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
Channel Coast District	Senior Maintenance Aide	R12
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
Carpinteria Sector	Carpinteria State Beach	
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

The Senior Maintenance Aide shall work under the direct supervision of the Park Maintenance Supervisor and the leadership of the Park Maintenance Worker II, Worker I and Park Maintenance Assistant. The reporting location for this position is Carpinteria State Beach in the Channel Coast District. The Senior Maintenance Aide assigned to Carpinteria State Beach; shall perform various housekeeping tasks necessary to ensure that public health and safety standards are maintained. Duties include but are limited to the following:

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 Housekeeping:** Cleans toilets and showers, drain traps, plunges toilets, cleans feces, vomit, removes feminine napkins bags or other bodily fluids from facilities. Applies State approved cleaning agents needed to perform the housekeeping function. Removes garbage (frequently lifting up to 45 pounds repeatedly). Inventories supplies, restocks paper and cleaning supplies. Walks while picking up litter. Cleans hot fire rings of debris.
30%	**Grounds Keeping /Resource Protection:** Weed whipping, mowing, tree trimming and other landscapes duties. Clearing buildings and other infrastructure's vegetation & debris. Dig holes, working in wet muddy conditions, frequently bending, twisting, and squatting. Clears and maintains trails and firebreaks, clear storm drains/culverts, assists in erosion control. Assists in removing downed trees from public use areas. Assists in meeting the criteria involved for water conservation and other programs as needed to protect our resources.
15%	**Facility Maintenance:** Assists in digging up & repairing broken water lines and valve replacement. With proper training, uses hand tools and small power tools. Assists in the maintenance, repair and construction of a wide variety of park structures, utility systems, roads, and other facilities. Paints, working with paints and other chemicals, scraping paint, sanding, and cleaning.
5%	**Equipment Maintenance:**

	Operates and maintains a variety of vehicles, equipment, tools, etc. used in maintenance and housekeeping functions. Performs daily/monthly inspections and completes mileage logs and vehicle check sheets. Washes, waxes, and vacuums vehicles as instructed. Cleans, sharpens, and repairs small hand tools daily. Inventories supplies, restocks paper and cleaning supplies.
5%	**Administration/Training/Safety:** Complete timesheets, writes reports & maintains records. Attends and participates in tailgate safety meetings and training sessions. Maintains and wears appropriate safety equipment for tasks. Carries out assignments and maintains work areas in accordance with established safe job practices. Wears seat belts during vehicle use. Reports and/or immediately corrects any problem posing a hazard to customers or employees. Reports major/minor injuries to on-duty supervisors as soon as possible. Is familiar with park rules and regulations, local emergency services and park resources in order to provide proper information to the public.

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

PERFORMANCE EXPECTATIONS: (i.e., maintain a professional and courteous conduct, complete assigned projects accurately and thoroughly; cooperate with management and peers, etc.)

Exhibit professional working manner and ability to deal tactfully and effectively in a cold environment
Ability to work independently without close supervision
Display mature judgment, loyalty, poise, tact and discretion
Establish and maintain cooperative working relationships
Work as a team when necessary to complete the duties of the job in a cohesive and professional manner
Good attendance record, reliable, punctual, dependable
Willingness to work at various locations throughout the State
Willingness to work on Saturdays, Sundays, and holidays and at odd or irregular hours
Willingness to conform to departmental uniform requirements

WORKING ENVIRONMENT, PHYSICAL OR COGNITIVE ABILITIES:

Work Environment:

Work outdoors in various types of weather; work in unpleasant conditions (e.g., bad weather, around sewage)
Work in hazardous situations (e.g., around raw sewage, chemicals)
Works at elevated heights or near fast moving machinery or traffic.

Physical Abilities:

Ability to perform manual labor (e.g. digging, trenching, lifting, carrying, loading)
Requires repetitive movement of heavy objects
Ability to walk across uneven terrain in both uphill and downhill conditions to perform the duties associated with the job.
Stand for long periods of time (up to 2 hours) to perform the duties associated with the job

Cognitive Abilities:

Read, write and speak in a clear and concise manner
Develop practical solutions to problems to make sound decisions
Perform basic mathematical computations associated with assigned duties
Make sound decisions given available information and situational parameters

KNOWLEDGE AND ABILITIES: (as per the class specification)

Knowledge of:

The operation and/or maintenance of state facilities
Lead Responsibilities
Basic principles of dealing with employees and the public.
Good physical work methods.

Ability to:
Answer routine questions from the public as necessary, maintains cooperative relationships with the public, volunteers, co-workers.
Follow instructions.
Work independently.
Establish and maintain cooperative relations with the public and other employees.
Use tools, supplies and equipment appropriate for the job.
Identify problems and take corrective action.
Provide leadership.
Perform heavy sustained heavy work.

SPECIAL PERSONAL CHARACTERISTICS
Willingness to:
Work at various state facilities.
Work Saturdays, Sundays, holidays, and odd or irregular hours.
Work under adverse weather conditions.
Conform to departmental uniform requirements.

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