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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Field	Senior Maintenance Aide (Seasonal)	549-715-0996-901
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
Santa Cruz	Senior Maintenance Aide (Seasonal)	R12
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
Roads, Trails and Equipment	Henry Cowell Redwoods State Park	Park Maintenance Chief I
STATE HOUSING		**IMMEDIATE SUPERVISOR**
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 direction of the Park Maintenance Chief I of the Roads, Trails and Equipment program (RTE), the Senior Maintenance Aide (SMA) performs various trail maintenance, trail constriction, and trail reconstruction projects in the Santa Cruz District. For operational continuity, the SMA may take direction from the State Parks Equipment Operator (SPEO) and/or project lead person of the RTE program.

The reporting location for this position is the RTE yard at Henry Cowell Redwoods SP. As part of their normal duties, people assigned to this position may be required to report to specific project sites located throughout the district. When working at remote sites, SMA will be required to stay at spike camp facilities. Work schedule is Wednesday – Wednesday 0700-1730 hours (spike schedule), and required to work weekends, and holidays based on project need.

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%	**TRAIL MAINTENANCE AND CONSTRUCTION** Under the direction of the project crew leader, employee performs a wide variety of unskilled trail maintenance activities including brushing, down tree removal, and drainage maintenance. Position may also assist permanent staff in the construction of drainage structures, steps, retaining walls, bridges, and safety railings. They will also set up and take down spike camp operations and assist with preparation of project equipment, hand tools, and materials. Operates light vehicles.
30%	**ROAD MAINTENANCE AND CONSTRUCTION** Under direction of the State Park Equipment Operators (SPEO), this position works as a ground support person (swamper) for heavy equipment operations. Duties include service truck operation, culvert maintenance and installation, fire road brushing, down tree removal,

	general equipment maintenance. Position also works as a flagger, monitoring road closures for public safety as equipment operations are under way.
10%	**EQUIPMENT MAINTENANCE** Position assists in maintaining hand tools and small engine equipment such weed eaters, hedgers, and chainsaws. They also assist the SPEO to perform maintenance to equipment used in the RTE program and are responsible for keeping the service truck tools organized and stocked with supplies. Tools and equipment requiring repairs are to be properly tagged and promptly brought to the RTE Supervisor's attention.
10%	**ADMINSTRATION / FACILITY HOUSEKEEPING** Crew workers in this position are required to prepare and submit their own time sheets accurately and on time. They are also required to fill out mileage vehicle logs and perform monthly vehicle inspections in accordance with the DPR Equipment Maintenance Program. They are also required to maintain office and storage facilities in a clean and orderly manner. They are required to keep all vehicles assigned to RTE program clean and presentable and to wash and wax as required. Duties also include actively participating in bi-monthly safety meetings as well as task hazard analysis and resource impact analysis at start of each project.
MARGINAL FUNCTIONS:	
%	**TASK/DUTIES**
5%	**LEADERSHIP** This position may also lead outside agency crews, volunteers, advocates, youth corps, and State Park employees performing trail maintenance when directed by project leads.
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	
May require heavy physical work including lifting, pushing, pulling, carrying, and hiking long distances in inclement weather. **ADDITIONAL VOLUNTARY TASK: EQUIPMENT OPERATION**As time/conditions permit the crew worker may operate equipment under controlled circumstances under the oversight of the SPEO. This is a voluntary job duty and is not required to be successful in this position.	
TELEWORK DESIGNATION:	
This position is designated as NOT Telework Eligible.	
SPECIAL REQUIREMENTS:	
Possession of a valid class C driver's license is required. Possesses good communication and interpersonal skills as duties require working with other parks' employees and the public. Willingness to work weekends and holidays, work under adverse weather conditions, and conform to departmental uniform requirements.	

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