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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field	Maintenance Aide (Seasonal)	549-918-0987-901
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
Angeles	Maintenance Aide	R12
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
Los Angeles	Los Angeles State Historic Park	
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

Under the direction of the Park Maintenance Supervisor, the Maintenance Aide is responsible for the ground maintenance and housekeeping functions of the State facilities within the district. This position will operate and maintain power tools and light vehicles. Duties include unskilled maintenance and cleaning of public facilities, as well as resource management projects, such as habitat restoration and erosion control within Rio de Los Angeles State Park and Bowtie. The Maintenance Aide will report to Los Angeles State Historic Park and drive to Rio de Los Angeles State Park and Bowtie.

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
30%	**FACILITIES MAINTENANCE & HOUSEKEEPING** Perform unskilled structural and system maintenance including carpentry, painting, roofing, and other maintenance as required. Assist the Skilled Laborer in the maintenance and repair of residences, restrooms, water systems, park roads, and electrical systems. Be responsible for the cleaning of picnic sites and public facilities, as well as the disposal of refuse.
30%	**RESOURCE MAINTENANCE** Maintain resource protection fences, assist in resource management projects (such as habitat restoration or re-vegetation), erosion control, and removal of dead, downed, or diseased trees. Mow grass, trim shrubs and trees, rake leaves, ride lawn mowers and tractors, to perform general landscape maintenance. Preserve the natural and cultural resources of the State of California in all assignments and projects, while being mindful of resource preservation in all activities. Work cooperatively with personnel in other classifications to meet the district's resource management goals and respond immediately to threats of fire, erosion, trespass, or encroachment. Seek opportunities to promote environmental consciousness and encourage recycling.
25%	**EQUIPMENT OPERATION AND MAINTENANCE** Operate and maintain tools, light trucks, utility vehicles, and various maintenance vehicles and equipment including, but not limited to power tools, chain saws, portable pumps, post hole diggers, sewer augers and generators in the performance of assigned duties. Maintain tools, equipment and work areas in a safe, clean and efficient condition. Maintain all State-owned or operated equipment in accordance with manufacturer's recommendations. Perform minor repairs and maintenance to chain saws, power augers and other trail related equipment.

10%	**ADMINISTRATION** Account for supplies, attend and participate in tailgate safety meetings, as well as monitor safe working habits and conditions. The position will assist in overseeing and performing routine projects, maintenance and housekeeping.

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

Must be able to work indoors and outdoors in all weather conditions, including inclement weather. May have extensive exposure to dirt, dust, fumes, unpleasant odors and/or loud noises. May work in remote locations. Typical work activities may involve frequent periods of bending, stooping and lifting. This position is a uniformed classification and is required to maintain an appearance conforming to Department standards. Working weekends and holidays is required.

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 and a good driving record are 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