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

# DUTY STATEMENT

| DIVISION | CLASSIFICATION | POSITION NUMBER (Agency-Unit-Class-Serial) |
|---|---|---|
| Northern Fields Division | Senior Maintenance Aide (Seasonal) | 549-649-0996-901 |
| **DISTRICT/HQ SECTION** | **WORKING TITLE** | **CBID** |
| Northen Buttes District | Senior Maintenance Aide (Seasonal) | R12 |
| **SECTOR/HQ UNIT** | **REPORTING LOCATION** | **INCUMBENT** |
| Lake Oroville Sector | Lake Oroville State Recreation Area | |
| **STATE HOUSING: (Check one)** | | **IMMEDIATE SUPERVISOR** |
| ☐ Housing is required ☐ Housing may be required<br>☒ 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 direction of the Park Maintenance Supervisor and may receive direction from the Park Maintenance Worker I, this position leads seasonal Maintenance Aides in performing unskilled maintenance work, coordinates and leads the activities of seasonal housekeeping and conservation crews in cleanup and maintenance of State facilities, gives instruction in the safe and proper use of tools and housekeeping supplies; inspects completed work for quality control and conformance to established standards; maintains and operates light vehicles, trains lower-level seasonal employees, and may assist permanent maintenance workers in unskilled maintenance tasks at park facilities.

The reporting location for this position is the Lake Oroville State Recreation Area located in Oroville CA 95966. The normal work hours are from 7:00AM to 3:30PM, up to five days per week including weekends, holidays and during special events; assigned days off may vary from month to month. This position is required to wear a uniform. This is a seasonal position, not to exceed 1500 hours or 189 days in a 12-month period.

Lake Oroville SRA is located in the foothills of the Sierra Nevada Mountains and has the following recreational facilities 55 miles of multiuse trails, 14 launch ramps, 3 standard campgrounds, 5 boat in campgrounds, 10 floating campsites, 6 floating restrooms, 1 equestrian campground, 12 group camps, 6-day use areas, and 3 trail campsites.

**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% | **Facility Maintenance**<br>Assists permanent maintenance staff in performing unskilled manual labor in cleaning up and maintaining state property by performing a variety of manual labor work in raking, shoveling, loading, unloading, stacking, and removing debris, brush, refuse, scrap lumber, and rubble. Work includes digging, trenching, and improvements to trails, digging drainage systems, steps handrails and masonry structures. May assist in the demolition of unsafe structures by burning, razing, or disassembling. Participates in weekly tailgate safety meetings. Completes vehicle logs and vehicle inspections. Reports equipment repairs needed to the appropriate staff. Washes and details park vehicles. |

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|---|---|
| **30%** | **Groundskeeping**<br>Assists with a variety of grounds work such as routine mowing, edging, trimming, bagging and distributing firewood, brush removal, and pesticide application for weed control. Assists pruning trees, shrubs, plants and various other plant material removal. Operates and services light motorized equipment including lawn mowers, line trimmers and leaf blowers. Utilizes proper safety equipment and practices as trained. Adheres to proper and safe methods of fuel storage, fuel mixing procedures and disposal of dangerous or hazardous materials. |
| **20%** | **Housekeeping**<br>Responsible for cleaning restrooms, campsites, day use areas and adjacent landscaped areas. Housekeeping duties include litter pickup, sweeping, mopping, emptying trash cans, cleaning barbeques and fire rings, cleaning sinks, toilets, showers, windows, walls and counters. Cleans roads and parking surfaces. Washes, waxes and performs basic service on vehicles. Completes daily work logs and records data onto maintenance logs and other documents as required. |
| **10%** | **Workplace Safety**<br>Attends and participates in tailgate safety meetings. Documents training and safety meetings as required by applicable laws, rules, and regulations. Wears appropriate safety equipment, as required. Carries out assignments and maintains work areas in accordance with established safe job practices. Isolates and/or immediately corrects any problem posing a hazard to visitors or employees and notifies supervision of same. Attends and participates in specific on-the-job training and training courses required by job classification or supervisor. |

**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**

Outdoor work is common. The incumbent's work will involve moderate exposure to a full range of environmental conditions, varying terrain, unusual elements and inclement weather. This includes extreme temperatures; cold, windy, wet and muddy conditions; hot, dry, muggy or unpleasant conditions; exposure to dirt, dust, fumes, smoke, unpleasant odors and allergens such as pollen; insect stings and bites; and loud or excessive noises. This will require the incumbent to work in old / abandoned structures; around sewage and trash; along lakes, creek banks, wetlands, rocks, brush and in remote locations.

Typical work activities involve frequent and prolonged periods of standing and walking. Considerable physical activity is common and a primary part of the job. The position requires heavy physical work; heavy lifting, pushing or pulling objects up to 25 pounds. The incumbent will use their hands and power tools applicable to the position and as necessary to complete various tasks. May entail muscular strain, including walking, standing, stooping, sitting, kneeling, squatting, bending, twisting, lifting, carrying and reaching on uneven and slippery surfaces. The incumbent must have the ability to climb stairs/inclines, walk or traverse even and uneven terrain for extended or prolonged periods of time, and walk on variable surfaces. Requires the use of safety equipment such as hard hats, safety glass, safety boots, gloves, ear protection and respirators.

The work environment involves some exposure to hazards or physical risks, which require following basic safety precautions, listening effectively, following instructions and the ability to perceive hazards to the public, structures and exhibits to ensure safety while complying with Department policy, demonstrating adaptability and effectively communicating.

**TELEWORK DESIGNATION**
**This position is designated as: (Check one)**

☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible

| **SPECIAL REQUIREMENTS:** |
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| Possession of a valid class C driver's license is required and maintain a safe driving record. |
| **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 |
|---|---|---|
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