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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Senior Maintenance Aide (Seasonal)	549-660-0996-901
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
Bay Area District	Senior Maintenance Aide (Seasonal)	R12
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
Bay Area District	Mount Tamalpais State Park – Kent Canyon Trails Shop	
STATE HOUSING: (Check one)		**IMMEDIATE SUPERVISOR**
☐ Housing is required ☐ Housing may be required ☒ 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

The Senior Maintenance Aide works under the direction of the District Trails program manager Park Maintenance Chief I. The reporting location for this position is Mount Tamalpais- Kent Canyon Trails Shop but may be required to work in all other units within the Bay Area District. The Senior Maintenance Aide will provide daily project technical oversite and support to California Conservation Corps (CCC) and other youth corps crews in trail and facility maintenance, road brushing and resource maintenance activities.

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%	Roads and Trails Maintenance Provides daily technical oversight, coordination, and leadership on work projects, assigns tasks, develops tool and material lists. With direction from higher level permanent staff using specifications provided, leads, and oversees the CCC crew on construction, restoration and maintenance of road surfaces, trail tread, bridges, retaining walls, safety railing, and other related trail, facility, or road features. Works as part of Department of Parks & Recreation (DPR) crew as needed to complete labor tasks such as trail maintenance, facility repair and project rehab. Inspects completed work for quality control.
30%	Inventory and Record Keeping Maintains daily logs of crew activity according to project funding and work completed. Maintains inventory of supplies, materials, equipment, and tools assigned or on loan to the work crew. Keeps vehicle and equipment logs up to date -submits vehicle utilization records and gas receipts monthly or as needed.
25%	Equipment Operation and Maintenance Operates a wide variety of vehicles including 4x4 pickups, 1-ton trucks, box trailers, portable generators, gas powered weed trimmers, grip hoists, chainsaws and pionjars. Performs routine repair and preventative maintenance on all vehicles and equipment assigned to the work crew.

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

This position will frequently work in remote locations throughout the district, in the rain and inclement weather to efficiently complete assigned tasks. Normal working hours are 7:00am to 5:30pm each workday. This position is required to travel District wide for extended periods of time. The position may also require working nights, weekends, odd hours and overtime to accomplish assigned tasks. This position maybe required to spike camp outside in remote sites throughout the Bay Area District system to accomplish tasks more efficiently.

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. This position may require travel and spike camping and long-term project coordination at any California State Park in the Bay Area District.

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