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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Boating and Waterways	Senior Maintenance Aide	549-708-0996-901
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
Aquatic Invasive Species Section	Sr. Aide	R-12
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
Aquatic Invasive Plant Control Program	Stockton, San Joaquin County	
STATE HOUSING		**IMMEDIATE SUPERVISOR**
Housing not available		Aquatic Pest Control Assistant Program Manager

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 supervision of the Aquatic Pest Control Assistant Program Manager, the Senior Maintenance Aid (Seasonal) works in the Floating/Submerged Aquatic Vegetation program. The incumbent will perform the following routine tasks while receiving training in aquatic invasive plant control work. Incumbent is expected to maintain regular, consistent, and predictable attendance; exercise good judgment; and to follow through on commitments when completing work assignments. 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. Work schedule will be Monday through Thursday from 06:00 AM to 04:30 PM. The reporting location is 4980 Buckley Cove Way, Stockton, CA 95219.

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 EQUIPMENT** Assist the Aquatic Pest Control Specialist and the Aquatic Pest Control Technician in the safe navigation and minor maintenance of different types of boats, boat trailers, tow vehicles and mechanical harvesting equipment in the Delta and in shallow rivers, at times during extreme weather. Assist in the maintenance and minor repairs of equipment including boats, spray gear, automotive, and other transport equipment.
35%	**FACILITY OPERATIONS** Assist the Aquatic Pest Control Specialist and Aquatic Pest Control Technician in safely and effectively operating and maintaining application equipment and chemical handling for aquatic weed treatment. Conduct a report for each spray action which entails checking various factors such as the weather to determine if a spray operation can be done at site location.
15%	**ADMINISTRATION** Assist in maintaining detailed equipment maintenance records to ensure equipment is performing to Departmental and Division standards to complete mission focused tasks. Assist the Specialist in accurately monitoring and recording treatment conditions, including mapping, data recording, daily reporting, inventory, computer entry, in-water plant or fish census, and small reports. Assist in future treatment area selection and treatment scheduling.

10%	**PUBLIC ASSISTANCE** Effectively communicate with Department's staff, cooperating agencies, and the public about field situations and actions taken.

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

Traverse uneven terrain and boat activities in rugged outdoor environments and inclement weather. The incumbent must be able to meet the demands of field work in aquatic environments. Specifically, the incumbent must be able to: Swim at least 50 yards and stay afloat at least 10 minutes, Ability to reboard vessel unassisted from the water, in the event of unexpected disembarking from the vessel. Function in rough waters without incapacitation due to seasickness. Transport equipment up to 50 pounds The incumbent will be required to drive to field study locations and to off-site meetings.

TELEWORK DESIGNATION:

This position is designated as not telework eligible.

SPECIAL REQUIREMENTS:

Possession of a valid class “C” Driver’s License is required. Medical clearance 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**