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 District | Maintenance Aide | R12 |
| **SECTOR/HQ UNIT** | **REPORTING LOCATION** | **INCUMBENT** |
| Los Angeles Sector | Pio Pico State Historic Park | |
| **STATE HOUSING: (Check one)** | | **IMMEDIATE SUPERVISOR** |
| ☐ Housing is required ☐ Housing may be required<br>☒ 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 supervision of the Park Maintenance Chief I, with guidance from the Park Maintenance Supervisor, the Maintenance Aide will answer questions of the public, explain park rules and regulations, operate light vehicles, account for supplies used, perform unskilled maintenance and various housekeeping, groundskeeping and minor maintenance repair, and complete miscellaneous reports. This position will keep facilities clean and perform general unskilled maintenance. Work hours are from 7:00 am to 3:30 pm. Days scheduled depends on availability and operational need. This position can work a maximum of 1500 hours or 189 days within a 12 consecutive month period. The reporting location for this position is Pio Pico State Historic Park but the incumbent may also work at other park units within the Los Angeles Sector as needed.

**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 |
|---|---|
| **45%** | **Housekeeping**<br>Keep all facilities neat and clean up to standards, as set in the operations manual. Provide special care to historical grounds and buildings to maintain the historic integrity of the unit. Utilize mops, brooms, waxes, cleaners, and other housekeeping items according to directions. Wash, wax, and maintain vehicles, and small equipment such as mowers. Clean and lube all equipment as needed to maintain safe condition for operating. |
| **35%** | **Facility Maintenance**<br>Under supervision, assist permanent employees in doing structural repair work as required using hammers, saws, and other carpentry tools. Painting and performing miscellaneous repairs on various structures, such as tables and fences. No work will be done on historical structures that would change the historic appearance. |
| **10%** | **Resource Management**<br>Cooperate with and assist visitor services in programs involving fire protection, erosion control, and visitor impact control. Assist in planning projects, control burns, tree thinning, and pruning. |
| **5%** | **Monitoring and Protection**<br>Observe and monitor surroundings for violations of park rules and regulations, such as parking in no parking areas, fires in a restricted zone and prohibited gathering of firewood. These violations will be addressed immediately and reported if necessary. |

| 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**

Typical work activities may involve frequent periods of bending, stooping and lifting. May have extensive exposure to dirt, dust, fumes, rain, unpleasant odors and/or loud noises. May work in remote locations on uneven ground. This position can work approximately 20 – 40 hours per week. Must be able to work holidays, evenings, and weekends. This position is a uniformed classification and is required to maintain an appearance conforming to Department standards.

**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 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 |
|---|---|---|
| | | |