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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field Division	Senior Maintenance Aide (Seasonal)	549-741-0996-901
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
San Luis Obispo Coast	Senior Maintenance Aide (Seasonal)	R12
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
Coastal Sector/Facilities Development	Hearst Castle Visitor Center	
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

This classification works under the supervision of the Park Maintenance Supervisor and works with other employees with housekeeping tasks of parks buildings and grounds. Typical duties include housekeeping as well as assisting skilled employees in maintenance, alteration and repair of parks facilities, grounds, equipment, mechanical and utility systems. Incumbent must maintain good relations with the public and co-workers. This classification may lead maintenance aides and may be required to train new employees. Primary areas of responsibilities will be throughout the North Coastal Sector which include Hearst Castle Visitor's Center, Hearst State Memorial Beach, and Hearst San Simeon State Park. The reporting location is Hearst Castle Visitor's Center Maintenance Office.

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
60%	**HOUSEKEEPING:** Daily cleaning of offices, public restrooms per the DOM Section 1021-1028. Cleaning includes mopping, sweeping, vacuuming floors, washing walls, scrubbing toilets and sinks, washing windows and mirrors, disinfecting restrooms and commonly touched surfaces, emptying interior trash cans, litter pick-up and ash /debris removal from stoves and fire rings. Duties also include removing trash bags from exterior trash cans; the bags can weigh as much as 50 pounds. Dusting light fixtures, phones, furniture, walls and baseboards. Perform routine inspections of assigned areas throughout shift to assure they are safe, clean and operable. Maintains inventory of supplies needed throughout the Northern Coastal Sector. The employee will be required to perform manual tasks and lift heavy objects. May lead and train Maintenance Aides.
20%	**FACILITY MAINTENANCE:** Under supervision, assists in the completion of maintenance projects involving various trades including painting, carpentry and plumbing, electrical, masonry, roofing, landscaping, painting and other work as required for the maintenance, repair and construction of park facilities. Duties may also include patching road potholes, mowing vegetation, weed trimming, trimming of trees and shrubs, maintaining and clearing culverts.
10%	**EQUIPMENT MAINTENANCE AND SAFETY:** Participate in Safety Meetings and Tail Gate sessions. Assure proper safety equipment is worn. Maintain assigned work area(s) in accordance

	with established safe job practices. Isolate and/or correct immediately any problem posing a hazard to visitors and park staff. Report any accidents and injuries immediately to Supervisor or Permanent Lead person. Perform monthly vehicle inspections and forwards them to the Sector office by the 3rd of each month. Inspect, operate, clean and maintain tools in good working condition. Disinfect vehicle at the end of every shift.

MARGINAL FUNCTIONS:

%	TASK/DUTIES
5%	**ADMINISTRATIVE:** Submit weekly report of work accomplished, identifying tasks performed, hours, materials and equipment used. Completes DPR 921 and submits to Supervisor by the first day of each month.
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

Work environment may expose incumbent to noise, dust, fumes, wind, hot and cold temperatures, and unpleasant odors. Work at elevated heights, on or near machinery or traffic. Work around the general public. Ability to stand for extended periods of time, occasionally lifts up to 50 pounds.

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.

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