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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
DESERT	MAINTENANCE AIDE (SEASONAL)	549-941-0987-901
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
COLORADO DESERT DISTRICT	MAINTENANCE AIDE	R12
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
ANZA-BORREGO DESERT STATE PARK	ANZA-BORREGO DESERT STATE PARK	
STATE HOUSING: (Check one)		**IMMEDIATE SUPERVISOR**
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		PARK MAINTENANCE CHIEF

SENSITIVE POSITION DESIGNATION: (Check if applicable)

☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961

POSITION DESCRIPTION

This position works under the supervision of and reports to the Park Maintenance Chief. The reporting location is the Borrego Palm Canyon Campground Maintenance shop, Anza-Borrego Desert State Park. This position is primarily assigned to ABDSP but may be required to work in other district parks. The MA is a seasonal, unskilled position involved in facilities maintenance of the State Park System. This job includes the ability to perform a variety of manual labor work to maintain State property.

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
50%	Clean restrooms, showers, campgrounds, picnic sites and other facilities. Assists in the care and maintenance of trees, shrubs, and supplies. Leads and trains less experienced maintenance personnel
35%	Assists maintenance personnel in the performance of routine repairs to buildings, structures, systems, grounds, roads, trails and parking area.

MARGINAL FUNCTIONS:

%	TASK/DUTIES
5%	Attend tailgate safety meetings and make presentations as requested. Uses proper safety equipment and works in a safe manner.
5%	Operates light vehicles including chemical toilet pumping truck. Performs minor maintenance on light vehicles including lubrication, cleaning, fueling, washing and waxing.
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

Ability to perform the following: Bend, Push/Pull Dexterity, Rake, Bend, Lift, Carry, Stoop, Grip, Walk, Drag Squat, Comprehend, Climb

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**