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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Division	Maintenance Aide (Seasonal)	549-937-0987-901
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
San Diego Coast District	Maintenance Aide (Seasonal)	R12
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
North Sector	South Carlsbad State Beach	
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 reporting location for this position is the Maintenance Shop at South Carlsbad State Beach (7489 Carlsbad Blvd.). The normal work shift is 0600-1430 hours, five days a week. This position works weekends and holidays, and is under the general direction of a Park Maintenance Chief I. The lead person is a Park Maintenance Assistant or Park Maintenance Worker I. The duties of a Maintenance Aide (Seasonal)-Facilities Management Division, include but are not limited to the following:

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%	FACILITY HOUSEKEEPING- This position, under direction of a lead worker, is responsible for keeping all public restrooms, public areas, campsites, walkways and parking lots, trails, dumpster pads, shop and interpretive areas, in a clean, safe, and usable condition. All restrooms will be cleaned carefully and thoroughly at least once a day. This includes but is not limited to: disinfecting urinals, toilets, and sinks; cleaning restrooms and campsite drains; dusting sills, louvres, partitions, and other surfaces; removing graffiti; cleaning mirrors; replacing burned out light bulbs; sweeping and mopping floors; filling toilet paper dispensers; emptying sanitary napkin receptacles and trash cans; sweeping exterior walkways; and reporting to the lead worker/Chief any problems found in restrooms or other areas of the park. Campsites will be routinely cleaned by raking up litter, removing excess ashes and debris from camp stoves and fire rings; inspecting tables for damage and cleaning of the tables.
30%	LITTER AND GARBAGE REMOVAL- All parking lots, walkways, beaches, roadsides, open areas, stream beds, campsites, picnic areas, and around buildings will be kept free of broken glass, cans, paper, and other unsightly debris. Trash cans will be routinely checked and emptied if more than half full. Plastic liners will be installed correctly knotted.
10%	EQUIPMENT MAINTENANCE/MAINTENANCE- This position is required to operate a state vehicle during the work shift and throughout completing duties. Operator will complete safety check before driving state vehicle, observe and follow all vehicular laws, rules and regulations; bring to Lead/Chief attention any problems with equipment; wear seatbelts; have driver's license in possession at all times; wear corrective lenses if noted so on license; and clean out vehicle at the end of shift. This position may also be called upon to use various types of small equipment such as, but not limited to- lawnmowers, weed-whackers, backpack/handheld blowers, or small

	electric sewer augers. Incumbents will be instructed/trained as to proper usage by permanent personnel prior to using equipment. At times, Seasonal Maintenance aides will be called upon to assist permanent personnel in the more complex maintenance and repairs of park facilities and systems.
10%	SAFETY- Incumbent will carry out assignments and maintain work areas in accordance with established safe job practices; obey warning tags and signs; maintain good health and physical condition necessary to perform assigned duties; use provided safety equipment, equipment guards, and request additional equipment when needed. Incumbent will report any unsafe job practices, tool condition, or equipment problems to lead person/Chief. Incumbent will attend safety meetings and trainings as required.

MARGINAL FUNCTIONS:

%	**TASK/DUTIES**
5%	PUBLIC CONTACT- In the course of daily duties, this position has frequent contact with park visitors. When speaking with park visitors, incumbent will be courteous, attentive, and helpful. The required uniform will be maintained in a clean and neatly pressed condition; the State Park patch will be visible at all times; shirts will be tucked in at all times; only authorized uniforms will be worn.
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 involve frequent periods of bending, stooping, lifting and shoveling.
May have extensive exposure to dirt, dust, fumes, unpleasant odors and/or loud noises.
May work in remote locations
May require heavy physical work including lifting, pushing, pulling, shoveling or painting.

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**