



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		Baldwin Hills Scenic Overlook	
STATE HOUSING (Check if applicable)			IMMEDIATE SUPERVISOR
<input type="checkbox"/> State Housing may be required.			Park Maintenance Chief I
POSITION DESCRIPTION			
<p>Under the supervision of the Park Maintenance Chief I, with guidance from the Park Maintenance Supervisor, and lead by the Park Maintenance Worker I/Park Maintenance Assistant, the Maintenance Aide will answer questions from the public, explain park rules and regulations, will operate light vehicles, account for supplies used, perform unskilled maintenance and various housekeeping, groundskeeping and minor maintenance repair, complete miscellaneous reports. Keep facilities clean and perform general unskilled maintenance within Baldwin Hills Scenic Overlook and may work in various locations within the Los Angeles Sector and Angeles District. 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.</p>			
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%	HOUSEKEEPING Perform approved daily housekeeping duties within facilities, required to maintain facilities in a safe, sanitary, clean, attractive, and functional condition as directed. Typical tasks include, but are not limited to sweeping, dusting, vacuuming, mopping, wiping, waxing, and polishing floors and other surfaces. Scrub toilets, urinals, wash basins, drinking fountains, and other fixtures. Pick up, collect, and properly dispose of litter, refuse, trash and other debris. Clean and fill soap, toilet paper, towel, and other dispensers. Clean and polish glass, windows, brass surfaces, exhibits, displays, furniture and furnishings, mirrors, signs and equipment. Remove graffiti and other foreign objects from facilities. Use and maintain in good working condition all housekeeping implements such as mops, brooms, squeegees, brushes, etc. Properly store and use various cleaning agents and chemicals in a safe manner. Assist with inventorying of housekeeping supplies.		
40%	FACILITIES MAINTENANCE Perform minor repairs and assist with unskilled tasks on the various facilities such as changing burned out light bulbs, prepare surfaces for painting, tighten loose nuts and bolts, lubricate doors, windows, locks and hardware. Weed, irrigate plants, prune, and trim various trees and other vegetation. Operate only the tools, vehicles, and equipment for which proper training has been received and only those that have been checked out. Recognize and immediately correct any safety hazards, within capabilities, as well as report all hazards to supervisor.		
10%	EQUIPMENT MAINTENANCE Perform safety checks on all equipment before use. Clean, wash, and wax vehicles. Assume responsibility for maintaining hand and power tools, cleaning and ensuring proper operating condition, and properly storing and securing. Maintain and update vehicle and equipment safety logs.		



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5%	ADMINISTRATION Attend and participate in staff and safety meetings. Prepare one’s own attendance reports, vacation requests and other personnel related documents properly and submit them in a timely manner. Read, understand, and comply with departmental policies, directives, organization, goals, and related correspondence. Inventory supplies when requested.	
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 involve frequent periods of bending, stooping and lifting 25 to 50 pounds. May have extensive exposure to dirt, dust, fumes, rain, unpleasant odors and/or loud noises, and uneven ground. May work in remote locations.		
TELEWORK DESIGNATION:		
This position is designated as not telework eligible.		
SPECIAL REQUIREMENTS:		
Possession of a valid Class “C” Driver’s License and a good driving record are required.		
<p>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.</p>		
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