

Civicorps
INTERN JOB DESCRIPTION



Job Title: CA State Parks Facilities Maintenance Intern

Reports To: California State Parks, Diablo Range District, Park Maintenance Chief
Civicorps, Director of Community Engagement

Pay Rate: \$18.50 - \$20.00 / hour

Hours: 40 hrs/week, 8:00 a.m. to 4:00 p.m.

Open Date: 7/15/2024 **Closing Date:** Until filled

Position Summary:

Working with California State Parks staff, the Facilities Maintenance Intern will engage in various aspects of State Park Maintenance including but not limited to focused restoration projects such as masonry repairs to historic walkways, Diablo stove and CCC Stonework repairs, general maintenance such as fire defense and trail repair projects, and painting and repair to contemporary and historic state park structures, grounds, and use areas.

Essential Duties and Responsibilities:

The Facility Maintenance Intern's job duties will be as follows:

- Assists with carpentry, painting, plumbing, masonry, and other work in the maintenance, repair and construction of a wide variety of park facilities, utility systems, roads, trails and other miscellaneous facilities.
- Ensures all repairs and tasks are performed with due regard to safety and sensitivity to the resource(s) and meets applicable Federal, State and County codes.
- Maintains trees, shrubs, lawns, flowers, and native vegetation; when necessary, cleans campgrounds, picnic sites and other public facilities, and collects and disposes of refuse.
- If required, performs daily inspection of and services water treatment systems; runs tests to ensure compliance with clean water standards in accordance with county, state, and federal regulations.

Position Qualifications:

- Must have High School Diploma
- Must have a valid driver's license with ability to be placed on company insurance and willingness to report to different locations based on work projects assigned.
- Familiar with computer programs such as word and excel. Able to read, type, and answer email.
- Committed to diversity and inclusion.
- Passionate about the environment.
- Eager to learn new professional skills and willing to take on new challenges.
- Able to communicate clearly and professionally with the public, agency officials and co-workers.

Bonus Qualifications:

- Experience in the following fields is highly valued for this role: environmental, conservation projects, customer service, data entry, community volunteering / organizing.
- Completion of college courses.

To apply, provide cover letter and resume to:

Joseph "JAB" Billingsley, Director of Community Engagement
Civicorps, 101 Myrtle Street, Oakland, CA 94607
JAB@cvcorps.org

I have read and understand these duties:

Corpsmember

Date

California State Parks, Diablo Range District

Date