STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT	DIVISION			
Dublin Area (390)	Golden Gate Division			
CIVIL SERVICE CLASSIFICATION TITLE	BARGAINING UNIT	TENURE	TIME BASE	INTERMITTENT HOURS PER MONTH
Maintenance Worker	R12	Permanent	Full-Time	
POSITION NUMBER	CURRENT DATE			
388-390-2029-002	04/12/2023			

DESIGNATED POSITION FOR CONFLICT OF INTEREST	CONFIDENTIAL DESIGNATION	FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY	
☐ YES ☑ NO	☐ YES ☑ NO	APPROVED BY	DATE

FUNCTION OF POSITION

Under the direction of the Dublin Area Administrative/Field Sergeant, the Maintenance Worker is responsible for maintenance duties in keeping the Dublin Area building and grounds clean and orderly to maintain a safe presentable condition for the California Highway Patrol Dublin Area. The Maintenance Worker will also provide assistance to the Automotive Technician II.

SUPERVISION RECEIVED

The Maintenance Worker reports directly to and receives the majority of their assignments from the Dublin Area Administrative/Field Sergeant. However, direction and assignments may also come from the Lieutenant.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

PERCENTAGE OF TIME PERFORMING DUTIES	
	Essential Functions
55%	Perform routine facility maintenance and repairs, if necessary, including, but not limited to: sweeping, scrubbing, mopping, waxing, polishing, vacuuming, cleaning, and dusting the Dublin Area. Perform routine and preventative maintenance which includes, but is not limited to: changing air filters, replacing ballasts and fluorescent bulbs as needed. Empty and clean waste receptacles, refill lavatory, kitchen, and other room dispensers. Operate various machines, including scrubbers and buffers. Perform minor janitorial equipment repairs to maintain the equipments in good working order.
25%	Maintaining the cleanliness of the property/grounds, removing debris and weeds from the property/grounds, emptying outdoor waste receptacles, trimming plants, cleaning sidewalks, washing state vehicles to maintain a professional image for the Department. Provide scheduled cleaning and maintenance of windows, walls, ceilings, light fixtures, sidewalks, and steps. Perform other janitorial and maintenance duties as required.
10%	Assists the Automotive Technician II. Diagnose minor mechanical problems; checks motor vehicle maintenance schedule records and delivers motor vehicles to service stations and garages for necessary maintenance and repair; reviews repair invoices for completion of job order and correct total charges; keeps records of vehicle repair and maintenance; requisitions and maintains inventories of automotive supplies; makes automotive adjustments and repairs as necessary; cleans interior of vehicles; washes and waxes motor vehicles; inspect, remove, rotate, mount and balance tires; inventory and stack tires on shelves.
5%	Assist in moving and arranging furniture and equipment as required; maintains stock of janitorial supplies. Maintaining supplies and ordering all items and materials needed to perform the duties of this position, including requisitioning, inventorying, and securing cleaning supplies.
	Non-Essential Functions
5%	Other job related duties within the scope of the classification.

TOTAL 100%	

The duties of this position are subject to change and may be revised as necessary. I have read and understood the duties listed above and I can perform these duties with or without reasonable accommodation. I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
Barbara C. Butler		