

**DUTY STATEMENT**

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT Mariposa 455		DIVISION Central		
CIVIL SERVICE CLASSIFICATION TITLE Maintenance Worker		BARGAINING UNIT 12	TENURE Permanent	TIME BASE Full-Time
POSITION NUMBER 388-455-2029-005		CURRENT DATE 11/15/2023		
DESIGNATED POSITION FOR CONFLICT OF INTEREST <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	CONFIDENTIAL DESIGNATION <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY		
		APPROVED BY		DATE

FUNCTION OF POSITION  
Under the general supervision of the Facilities Sergeant, the Maintenance Worker is responsible for the maintenance and general up-keep for the Mariposa Area office.

SUPERVISION RECEIVED  
The Maintenance Worker reports directly to and receives the majority of their assignments from the Facilities Sergeant. However, direction and assignments may also come from the other Area Sergeants and Lieutenant Commander.

SUPERVISION EXERCISED  
N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS  
Responsible, self starter.

PERCENTAGE OF TIME PERFORMING DUTIES	Essential Functions
55%	Responsible for maintaining the overall cleanliness of all facility buildings (interior/exterior) and surrounding grounds. Specific duties include, but are not limited to, washing windows; sweeping/mopping/waxing floors; cleaning blinds; vacuuming/shampooing carpets and rugs; cleaning/dusting/polishing work stations, tables, counters, shelves, furniture, file cabinets, light fixtures and electronic equipment; emptying waste receptacles and shredders. Cleans around exterior of buildings, including parking lots and walkways, keeping these areas free of debris/trash. Conducts daily cleaning of all restrooms and kitchen/break rooms including the stocking and replacement of all paper products and supplies. Responsible for maintaining inventory and ordering of janitorial and maintenance supplies.
30%	Landscape maintenance, weeding by hand, weed eating, trimming and pruning of all planted areas. Maintains/trouble shoots automatic water sprinklers for facility landscape. Delivers motor vehicles to service stations and garage for necessary maintenance and repair; cleans interior/exterior of vehicles when Automotive Technician is on vacation or as needed. Assists in moving and arranging furniture and equipment when needed.
10%	Prepares monthly, quarterly and annual reports as needed.
5%	Any other maintenance/janitorial duties as required.
	<b>Non-Essential Functions</b>

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**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
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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
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