



## DUTY STATEMENT

DIVISION		CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern		Park Maintenance Worker I	549-696-6767-902
DISTRICT/HQ SECTION		WORKING TITLE	CBID
Gold Fields		PMW I	R12
SECTOR/HQ UNIT		REPORTING LOCATION	INCUMBENT
Folsom Sector		Folsom Lake SRA	
STATE HOUSING			IMMEDIATE SUPERVISOR
State Housing is not available			Park Maintenance Chief I
SENSITIVE POSITION DESIGNATION (Check if applicable)			
<input checked="" type="checkbox"/> Sensitive Position as designated by the Department per <a href="#">California Code of Regulation (CCR) 599.961</a>			
POSITION DESCRIPTION			
<p>The Park Maintenance Worker I (PMWI), Permanent Intermittent (PI) works under the direct supervision of the Park Maintenance Chief I. The reporting location is the Maintenance yard located at the District office in Folsom. This position is principally responsible for the maintenance functions related to lake hazard marking, dock and buoy repositioning as well as maintenance support of structures and grounds and some general housekeeping duties. This position may work a maximum of 1500 hours within a calendar year.</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%	<b>AQUATIC (BUOY) MAINTENANCE:</b> Maintain, install and monitor numerous lake buoys, swim lines, docks, and other hazard markers along approximately 18 square miles of Folsom Lake and 14 miles of shoreline on Lake Natoma. Identify and mark areas along the lake in which restricted speed limits should be enforced due to reduced water levels. Operation of the lake maintenance vessel during all types of weather in order to accomplish the repositioning of the buoys is required.		
30%	<b>FACILITY MAINTENANCE AND HOUSEKEEPING:</b> Responsible for providing guidance to Park Maintenance Assistants, volunteers, inmates and seasonal employees in handling routine maintenance tasks. Clean campgrounds, comfort stations, combination buildings, beaches and other public facility when necessary. Keep shops, alleyways and other utility sheds clean and safe. Completion of skilled and semiskilled maintenance and repair tasks including carpentry, plumbing and repair in buildings, systems, campgrounds, day use areas and aquatic recreation program as needed. Monitor stock, inventory, maintain supplies and collect and dispose of refuse when needed. Participate in the training of seasonal staff and volunteers as necessary. May work as a lead and oversee the various assigned tasks of lower-level staff.		
20%	<b>ADMINISTRATION AND TRAINING:</b> Complete paperwork such as timesheets, daily logs, vehicle logs, purchase documents, agreement for services and other required reports. Complete all training necessary for satisfactory job performance. Purchase supplies from local vendors and contract items when needed. Participate in staff meetings to determine daily assignments and receive operational updates.		
5%	<b>EQUIPMENT CARE AND MAINTENANCE:</b>		

	Perform minor inspections of equipment to ensure that all maintenance is complete and up to date. Notify Equipment Mechanic and/or Maintenance Chief of any concerns or potential equipment failures	
<b>MARGINAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>5%</b>	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
<b>TYPICAL WORKING CONDITIONS</b>		
This position will work in temperatures ranging from freezing to over 100 degrees. A substantial amount of work hours will be on a pontoon vessel. Work will also be conducted when public visitation is high and in remote areas of the park where poison oak and rattlesnakes are present.		
<b>TELEWORK DESIGNATION:</b>		
This position is designated as NOT Telework Eligible.		
<b>SPECIAL REQUIREMENTS:</b>		
Possession of a valid class C driver's license is required. Possession of a California Boater Card 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.		
<b>SUPERVISOR STATEMENT:</b>		
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.		
<b>SUPERVISOR NAME (PRINT OR TYPE)</b>	<b>SUPERVISOR SIGNATURE</b>	<b>DATE</b>
<b>EMPLOYEE STATEMENT:</b>		
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.		
<b>EMPLOYEE NAME (PRINT OR TYPE)</b>	<b>EMPLOYEE SIGNATURE</b>	<b>DATE</b>