



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Desert Field Division	Maintenance Mechanic	549-953-6940-003
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Inland Empire District	Maintenance Mechanic	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Silverwood Sector	Providence Mountains State Recreation Area	
STATE HOUSING		IMMEDIATE SUPERVISOR
Housing may be required		Park Maintenance Chief I
SENSITIVE POSITION DESIGNATION (Check if applicable)		
☒ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
Under the general direction of the Park Maintenance Chief I, The Maintenance Mechanic is responsible for inspecting and making repairs and maintaining all facilities and park systems at Providence Mountains S.R.A. This includes an electrical system with solar panels and battery storage systems, Liquid Propane Gas (LPG) generators, and gas and diesel generators. The Maintenance Mechanic acts as lead on projects assigned to field staff in skilled to semi-skilled projects. Responsibilities include ensuring all mandatory State, Federal, and Local Regulatory agency requirements are met. All duties shall be performed in a safe manner in compliance with the Department of Parks and Recreation policies and procedures along with the established safe work practices, and the District Injury and Illness Prevention Program (IIPP) and Cal OSHA. The reporting location for this position is Providence Mountains State Recreation Areas, 38200 Essex, CA.		
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%	Water and Electrical Systems Water Systems - Perform water system inspection, repair, and operation. The water storage tank will be checked bi-weekly and flushed and cleaned as needed on a quarterly basis. Well pump recordings will be taken once a month. Chlorine test to be done daily. Incumbent will maintain and repair all waterlines and shut off valves. All leaks will be repaired upon discovery and the system maintained in such a manner as to assure delivery of water throughout the park and to park residences. Electrical Systems - Maintain the electrical system so to be free of all hazards. Check and maintain generators and batteries. Clean and maintain solar panels for optimum life and wattage output. Gasoline and LPG Systems - Maintain gasoline, diesel and LPG systems and ensure safety. Maintain all fire control measures. Monitor gauges to avoid running out of LPG or fuel. Keep systems maintained so they are in proper working condition. Maintain all required permits and certifications for these systems.	
30%	Facility Maintenance Responsible for keeping all facilities in good repair and in safe condition. This will include plumbing, electrical and carpentry skills to maintain and repair two public restrooms, a visitor center, two residences, dorm building, and all associated structures. Works with the Sector staff, park staff, and outside agencies and/or contractors for large or complex repairs and may also be assigned to assist at other units within the Sector or District.	

15%	Lead Responsibility Serves as lead to permanent and seasonal staff on skilled and semi-skilled projects. Provides on-the-job training for other park personnel assisting on systems operations and maintenance projects. Provides information to supervisor for projects and repairs needed to maintain vehicles and equipment, buildings, and facilities. Maintains all work areas free of hazards and debris. All parts and tools will be put away in their proper place or location at the end of the workday. Tools and welders will be maintained in such a manner to ensure safe and proper operation. Work vehicles will be kept clean and maintained to ensure safe working order.	
10%	Administration Responsible for the order and purchase of necessary parts, tools and supplies necessary to repair and maintain the system operations. This includes the use of PCard purchases. DPR285 service agreements. STD. 65 PAPO's for commodities. Maintains necessary files and records including entering information in the Maximo database.	
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		
Sitting, standing, walking, bending, stooping, reaching, pulling, grabbing, lifting. Working in an outdoor environment where temperatures can reach above 100 degrees in the summertime and plumbing needs to be winterized due to freezing in the winter months. One of the state vehicles is equipped with a winch to assist in lifting heavy materials, however, you will need to be able to lift up to 50LBS.		
TELEWORK DESIGNATION:		
This position is designated as NOT Telework Eligible.		
SPECIAL REQUIREMENTS:		
Possession of a valid Class C driver's license is required. Incumbent must maintain his or her uniform and adhere to the uniform grooming standards.		
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.		
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