



State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Desert Filed Division	Park Maintenance Worker I	549-252-6767-003
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Great Basin District	Park Maintenance Worker I	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Hungry Valley Sector	Hungry Valley SVRA	
STATE HOUSING		IMMEDIATE SUPERVISOR
State Housing is not available		Park Maintenance Supervisor
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 direction of the Park Maintenance Supervisor, the Park Maintenance Worker I is a lead classification that works with Maintenance Aides and all classifications at the Hungry Valley SVRA. The Park Maintenance Worker I will perform skilled and semi-skilled tasks including but not limited to structural and facility maintenance and repair, equipment operation, resource protection, and housekeeping tasks. Cleans restrooms, day use/camping areas, and other public-use facilities as required. Maintains equipment and supplies as needed. Keeps inventory, orders supplies and materials, completes all necessary paperwork, communicates with supervisors and personnel. The incumbents work schedule is Sunday through Wednesday; hours are 6:00 AM to 4:30 PM. This position may require occasional work at odd or irregular hours, holidays, and be available for call outs if needed. Employees who work to support State Vehicle Recreation Areas (SVRA) utilize the OHV Trust Fund and are responsible for appropriate use of the fund and help ensure program transparency, accountability, and compliance (TAC) goals are met.		
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	
35%	<u>FACILITY MAINTENANCE</u> Applies skills in carpentry, painting, electrical, masonry, plumbing, roofing, and other work required to help in the maintenance, repair, and construction of a wide variety of park facilities. Acts as lead person for projects performed by seasonal staff, volunteers, court referrals, and may lead and train other employees as directed. Analyzes maintenance problems and take appropriate corrective action. Assist State Park Equipment Operator in maintaining Quail Canyon Racetrack by watering and removing debris from the track as needed.	
30%	<u>FACILITY HOUSEKEEPING</u> Acts as lead person and/or performs the housekeeping function for the unit. Initiates and accounts for a complete housekeeping program. Purchases housekeeping supplies, materials and equipment as needed and maintains housekeeping supplies inventories and orders. Cleans restrooms, picnic areas, parking lots, campground areas, and other public-use facilities as required, keeps day use and campground areas clean and free of litter. This position must maintain a high standard of public relations with the visitors.	
15%	<u>EQUIPMENT MAINTENANCE</u>	

	Performs daily checklist and operates vehicles and other equipment as required. Conducts routine servicing and minor repairs to maintain safe and operable condition of equipment; cleans equipment and vehicles used each day, maintains accurate logs of usage of fuels and lubricants.	
10%	<u>ADMINISTRATION</u> Ascertains availability of materials and obtains bid prices; purchase materials and supplies and completes all purchase documents correctly. Completes time sheets in correct and timely manner. Prepares reports and assists in the preparation of the maintenance budget. Conducts informal training of seasonal employees in proper safety techniques.	
5%	<u>SAFETY</u> All duties shall be performed in a safe manner in compliance with Departmental policies and the Districts Injury and Illness Prevention Program (IIPP) Attends and holds tailgate safety meetings as needed. Wears appropriate safety equipment. Wears seat belt during vehicle use. Maintains safe and clean workspace. Isolates and /or immediately corrects any problem posing a hazard to customers or employees. Reports all injuries, even minor ones, to on-duty supervisors as soon as possible. Attends training, refresher courses or fitness tests as required by the Department.	
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		
Works outdoors in various types of weather (e.g., rainy/hot weather).		
Works in hazardous situations (e.g., chemicals).		
Works at elevated heights or near fast moving machinery, off-highway vehicles, or traffic.		
TELEWORK DESIGNATION:		
This position is designated as NOT Telework Eligible.		
SPECIAL REQUIREMENTS:		
Possession of a valid class C driver's license is required. This is a uniformed position, and the employee will adhere to all uniform and grooming guidelines for the classification.		
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		