



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)		
Central Field	Park Maintenance Worker II	549-716-6768-003		
DISTRICT/HQ SECTION	WORKING TITLE	CBID		
Santa Cruz Distirct	Park Maintenance Worker II	R12		
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT		
Santa Cruz Distirct	Henry Cowell Redwoods SP			
STATE HOUSING	IMMEDIATE SUPERVISOR			
Housing not available	Park Maintenance Chief I			
SENSITIVE POSITION DESIGNATION (Check if applicable)				
<input checked="" type="checkbox"/> Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961				
POSITION DESCRIPTION				
Under the direct supervision of the District Roads & Trails Park Maintenance Chief, the Park Maintenance Worker II (PMWII) is required to work at various units throughout the District. The PMWII may be required to report to specific project sites located throughout the district and stay at spike camp facilities. The incumbent is required to sustain a strong level of physical fitness. The incumbents work schedule will be Wednesday to Wednesday, 7:00 AM to 5:30 PM.				
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			
30%	TRAIL MAINTENANCE AND CONSTRUCTION Assists with project design, coordination and directs the work of the District trail crew and other unit maintenance staff on a project-by-project basis. Plan, organize and direct a variety of construction and maintenance work projects such as construction of bridges, puncheons, safety railings, steps, retaining walls, seasonal bridges, turnpikes, causeways, trail reroutes, logging out, brushing, trio maintenance, drainage structure construction, water diversion and other types of erosion control. Operates chainsaws at high skill level. Performs trail layout and design, using such equipment as clinometer, transit, and measuring equipment. Participate in safety tailgate meetings and conduct a resource hazard analysis on a per project basis. Act as a technical advisor / lead person for interagency, joint agency, volunteer and advocate trail projects. Assist other Park Districts in planning and designing trail projects. Additional duties include identifying and setting up spike camp operations and facilities. This position is responsible for coordinating and communicating their trail projects with the District Sectors and their respective park unit staff and for insuring that all trail work performed under their direction complies with the State's Trail and ADA guidelines and meets with the approval of the Trails Park Maintenance Chief.			
30%	ROAD MAINTENANCE AND CONSTRUCTION This position may work as ground support person for heavy equipment operations including service truck operation, culvert maintenance, fire road brushing, equipment maintenance and a wide variety of support duties for the equipment program. Under the Equipment Operators guidance, the Swamper is required to fill out a Task Hazard Analysis prior to operating any equipment to identify any potential safety hazards. May operate equipment under direct guidance of State Park Equipment Operator.			
15%	EQUIPMENT MAINTENANCE			

	Lead and assist other staff with routine maintenance and minor repair of tools and equipment such as vehicles, chainsaws, brush cutters, gas powered wheelbarrows, generators, rock drills, grip hoist and rigging equipment, and various trail hand tools. Assist Equipment Operators with maintenance of heavy equipment fleet. Complete monthly vehicle inspections, mileage logs, and any repair requests and submit them to Trails Park Maintenance Chief. Schedules for services and repairs for all roads and trails vehicles.
10%	ADMINISTRATION Maintain daily inventories of tools used on projects, keep daily work logs of Maximo actuals and submit weekly bullets of work accomplishments, and assist the Trails Park Maintenance Chief in recording actuals in Maximo program. Perform annual road and trail safety inspections and database input. Assist the Trails Park Maintenance Chief in the identification of trail maintenance projects including pre-field projects, work prescriptions, project time and cost estimating, project beginning, during and ending photo documentation, needed materials, tools and personnel. Assist supervisor in project schematic drawings, grant proposals and CEQA documentation data. Assist with materials purchasing for the road and trail program and complete purchase documents (P-card, Purchase Orders, 285's and Fi\$cal reconciliation). Attend meetings and training sessions. Complete employee time and attendance reports in a timely manner generated on computer. Assist in collecting RTE trail crew time sheets, seasonal hiring and preparing seasonal crew evaluations. Also assists with FEMA event assessments and scoping, cost estimate development, project tracking, and timely close out document submittals.
10%	TRAINING Lead in developing and presenting trail construction, tool and equipment skills training for trail crew, volunteers and other District employees. May assist in presenting at trail construction training in DPR trail classes and at state and national trail conferences.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	Other job-related duties as assigned and necessary for operational continuity.
TYPICAL WORKING CONDITIONS	
Typical work activities involve frequent periods of hiking, digging, bending, stooping, carrying and lifting. May have extensive exposure to dirt, dust, fumes, unpleasant odors and/or loud noises. May work and camp in remote locations as well as during in all types of weather conditions. May require heavy physical work including lifting, pushing or pulling.	
TELEWORK DESIGNATION:	
This position is designated as NOT Telework Eligible.	
SPECIAL REQUIREMENTS:	
Possession of a California Class "B" Driver's License 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.

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