



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central	Park Maintenance Worker I	549-723-6767-902
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Monterey District	Wastewater Trainee	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Big Sur Sector	Pfeiffer Big Sur State Park	
STATE HOUSING		IMMEDIATE SUPERVISOR
Housing may be required		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		
<p>The Park Maintenance Worker I (PMW I) assigned to the Big Sur sector of the Monterey District works under the supervision of a Park Maintenance Chief I. Although the primary reporting location is Pfeiffer Big Sur State Park, the position may be required to work at other locations throughout the district as assigned and based on operational need. The Big Sur sector includes but is not limited to Pfeiffer Big Sur State Park, Julia Pfeiffer Burns State Park, Limekiln State Park, and other park units. The PMW I will be involved with all aspects of the Big Sur sector facility maintenance program with primary focus on water treatment, water distribution, and wastewater operations. This position will work directly with the Big Sur sector Water and Sewage Plant Supervisors and will support operations of the wastewater treatment plant and five water treatment plants. This is a uniformed position, and the incumbent will adhere to all uniform and grooming guidelines for the classification. The work schedule for this position is Tuesday - Friday, 6:00AM - 4:30PM</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%	WATER TREATMENT/ WATER DISTRIBUTION/ WASTEWATER Perform plumbing, electrical repair, and duties as needed in connection with water and wastewater systems. Adjust and repair mechanical equipment such as pumps, chlorinators, metering devices, and other equipment associated with water and wastewater systems. Take daily tests of water and sewage at various stages of treatment and provide more involved analysis as needed...	
20%	FACILITY MAINTENANCE AND SYSTEM OPERATION Perform technical/skilled maintenance and repairs to park facilities. Apply methods used in carpentry, electrical, painting, plumbing, welding, with a focus on water system and sewer system repairs to carry out the facility maintenance program. Provide leadership and direction to individuals and crews performing maintenance within the units/district. Provide input towards the development and implementation of the district maintenance program when requested/needed. Estimate, order, and purchase supply materials as necessary. Obtain bids and complete all purchase documents accurately. Participate, complete, and input documentation for Computer Asset Management Program (CAMP).	
20%	EQUIPMENT MAINTENANCE Provide, perform, and ensure that maintenance and repairs are completed on district and sector automotive and mobile equipment as needed. Coordinate repair work with the approved auto	

	shop. Checks to ensure that vehicle inspections and monthly mileage logs are completed on all equipment according to departmental policy. Assure that all hand tools and small equipment are clean, well-maintained, and utilized for their intended purpose.	
15%	ADMINISTRATION Gather, record, and maintain all information on water and wastewater system operation and performance as necessary. Relay monthly data to Water and Sewage Plant Supervisors.	
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		
Work is performed on and around historic structures in all seasons and weather conditions. Willingness to work on Saturdays, Sundays, and holidays and at odd or irregular hours to provide shift coverage, emergency needs, and leadership when needed.		
TELEWORK DESIGNATION:		
This position is designated as NOT Telework Eligible.		
SPECIAL REQUIREMENTS:		
This position requires a Grade 1 water treatment license (T1) and a Grade 1 water distribution license (D1) due to maintaining sector water systems. Will participate in SWRCB Wastewater Operator in Training Program. Possession of a valid class C 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