



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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central	Park Maintenance Worker II	549-723-6768-003
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Monterey Distirct	Park Maintenance Worker II	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 II assigned to the Big Sur Sector of the Monterey District works under the supervision of the 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 Pt. Sur State Historic Park, Pt. Sur Naval Facility, Andrew Molera State Park, Pfeiffer Big Sur State Park, Julia Pfeiffer Burns State Park, John Little State Reserve, Limekiln State Park, and the Multi-Agency Facility. The Park Maintenance Worker II will be involved with all aspects of the Big Sur Sector facility maintenance program and will serve as sector lead on arborist responsibilities including mitigating hazards, limbing, pruning, and downed tree removal. This is a uniformed position, and the incumbent will adhere to all uniform and grooming guidelines for the classification. The work schedule will be Wednesday through Saturday, 6:00am to 4:30 pm.</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%	FACILITY MAINTENANCE AND SYSTEM OPERATION Perform technical/skilled maintenance and repairs to park facilities. Apply methods used in carpentry, electrical, painting, plumbing, welding. 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%	VEGETATION MANAGEMENT AND MAINTENANCE Sector lead on tree pruning, trimming, felling, climbing, and emergency tree work. Works closely with Natural Resources staff on hazard tree evaluation, inspection, and removal as necessary. Works with external agencies such as Pacific Gas and Electric in partnership with Natural Resources staff on utility line and other tree and vegetation concerns. Participates in sector defensible space and structural hardening projects and priorities including FIPP. Provides arborist recommendations and advice including tree health and tree care equipment needs. Operates equipment and tools such as chainsaws, climbing harnesses, wood chippers.	
15%	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.	
10%	ADMINISTRATION In order to maintain an accurate account of materials and services needed and rendered in accordance with DPR policy and guidance (DOM AND DAM), responsibilities will include: inventory and order materials; obtain bids, sources, pricing, materials and supplies as directed; complete timesheets and reports timely; ensure property and maximo are updated and current.	
10%	LEADERSHIP AND SAFETY Attend and participate in sector and district staff meetings. Provide input to supervisor of optimum scheduling of unit maintenance personnel. Ensure that maintenance staff are observing proper safety practices. Provide input to supervision towards reducing employee/visitor accidents. Fleet care. Ensures that uniformed employees conform to this Department's grooming standards.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity.	
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. Work includes chainsaw operation, climbing, and fall protection.		
TELEWORK DESIGNATION:		
This position is designated as NOT Telework Eligible.		
SPECIAL REQUIREMENTS:		
Possession of a valid class C driver's license is required. Possession of a Utility Line Clearance Arborist Training (ULCAT) certificate 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