



## DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Division	Park Maintenance Worker II	549-250-6768-002
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Diablo Range District	Park Maintenance Worker	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Hollister Hills Sector	Hollister Hills State Vehicular Recreation Area	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required <input checked="" type="checkbox"/> Housing is not available		Park Maintenance Chief I
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
<input checked="" type="checkbox"/> Sensitive Position as designated by the Department per <a href="#">California Code of Regulation (CCR) 599.961</a>		
POSITION DESCRIPTION		
<p>Under the direction of the Park Maintenance Chief I, the Park Maintenance Worker II (PMW II) will perform skilled and semiskilled structural, facility maintenance and repair work throughout Henry W. Coe State Park on a wide variety of park facilities, including buildings, systems, grounds, roads, and trails. The PMW II estimates and purchases materials and supplies, keeps tools and equipment in good condition, and keeps records and prepares reports as required. Lead and train maintenance employees.</p> <p>Employees who work to support State Vehicular Recreation Areas (SVRAs) utilize the Off Highway Vehicle Trust Fund and are responsible for appropriate use of the fund and to help ensure program transparency, accountability, and compliance (TAC) goals are met.</p> <p>The work schedule is Monday-Friday, 7:00 AM-3:30 PM.</p> <p>The reporting location for this position is 7800 Cienega Rd, Hollister, CA 95023, but the PMW II may be assigned to work at other locations throughout the District as needed.</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	
35%	<b>Facilities, Roads and Systems Maintenance and Repairs</b> Maintain and repair all facilities, systems and roads by performing carpentry, painting, electrical, masonry, plumbing, roofing, and other related work. Inspects facilities, systems and roads as identified in published guidelines and the department's MAXIMO program. Completes scheduled maintenance of facilities, systems and roads as identified to the department's MAXIMO program. Completes unscheduled repairs to facilities, systems, and roads as directed by supervisor. Responds to service requests or emergencies as submitted through the Districts established notification process. Estimates, orders, and procures materials, parts and supplies required to accomplish work. Completes and submits MAXIMO work reports, inspection reports and expenditure reports. Analyzes maintenance problems and takes appropriate corrective action. Performs maintenance of facilities, roads, and electrical and water systems and as required.	

<b>20%</b>	<b>Equipment Operation and Maintenance</b> Ensures that all applicable laws, rules, and regulations are complied with during the operation and maintenance of equipment including forklifts, woodchippers, mowers, and other miscellaneous equipment; incumbent only uses equipment they have received proper training on. Operates equipment in strict conformance to the California Vehicle Code and Departmental directives. Operates and performs required inspections of equipment and vehicles. Completes scheduled maintenance of equipment and vehicles. Completes and submits MAXIMO use reports, inspection reports, expenditure reports and other operation and maintenance reports as required by applicable laws, rules and regulations.
<b>20%</b>	<b>Lead</b> Leads the work of unskilled maintenance workers or crews in the maintenance and repair of all facilities, systems, and roads while following published guidelines and industry standards. Provides training to workers on job specific skills, safety techniques, tools, and small equipment use. Reviews work for accuracy, proper work methods, techniques and compliance with applicable specifications and standards. Monitors the progress of work and reports it to the supervisor. Organizes and assigns tasks to subordinate staff while maintaining individual workload.
<b>10%</b>	<b>Administration</b> Works with supervisor in filling out required Project Evaluation Forms and waits for project approval prior to beginning any construction project. Correctly completes all required purchase documents including Purchase Orders, P-Card, Requisition Requests (RR's) and Service Agreements, facility and equipment reports, condition assessments vehicle logs, vehicle safety checklists, timesheets, and other paperwork as necessary and submits them in accordance with deadlines. Accurately completes and submits monthly work orders as required. Participates in mandated safety meetings. Participates in applicable trainings and meetings as required.
<b>10%</b>	<b>Safety</b> Attends, conducts, and participates in tailgate safety meetings. Documents training and safety meetings as required by applicable laws, rules and regulations. Wears appropriate safety equipment, as required. Carries out assignments and maintains work areas in accordance with established safe job practices. Isolates and/or immediately corrects any problem posing a hazard to visitors or employees and notifies supervision of same. Attends and participates in specific on-the-job training and training courses required by job classification or supervisor. Ensures proper use and storage of cleaning supplies and chemicals.
<b>MARGINAL FUNCTIONS:</b>	
<b>%</b>	<b>TASK/DUTIES</b>
<b>5%</b>	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.
<b>TYPICAL WORKING CONDITIONS</b>	
Typical work activities involve frequent periods of bending, stooping and lifting. Perform indoor and outdoor work often in inclement weather. May have extensive exposure to dirt, dust, fumes, unpleasant odors and/or loud noises. May work in remote locations	
<b>TELEWORK DESIGNATION</b>	
<b>This position is designated as: (Check one)</b>	
<input type="checkbox"/> Telework Eligible – Office Centered <input type="checkbox"/> Telework Eligible – Remote Centered <input checked="" type="checkbox"/> Not Telework Eligible	
<b>SPECIAL REQUIREMENTS:</b>	
Possession of a valid class C driver's license is required. May require heavy physical work including lifting, pushing or pulling.	

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.

<b>SUPERVISOR NAME (PRINT OR TYPE)</b>	<b>SUPERVISOR SIGNATURE</b>	<b>DATE</b>

**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.

<b>EMPLOYEE NAME (PRINT OR TYPE)</b>	<b>EMPLOYEE SIGNATURE</b>	<b>DATE</b>