



## DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field Division	Park Maintenance Worker I	549-926-6767-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Orange Coast District	Park Maintenance Worker I	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
North Sector	Huntington State Beach	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> Housing is required	<input type="checkbox"/> Housing may be required	Park Maintenance Supervisor
<input checked="" type="checkbox"/> Housing is not available		

### 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 supervision of the Park Maintenance Supervisor, the Park Maintenance Worker I acts as a lead worker for entry level permanents, seasonals, and community work program staff. The Park Maintenance Worker I is a non-supervisory position. The reporting location of this position is Huntington State Beach in the North Sector of the Orange Coast District. However, this position may be utilized anywhere within the Orange Coast District as required and assigned for special projects. Work schedule is Sunday to Thursday from 06:00 AM to 02:30 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
40%	<b>Facility Maintenance</b> Performs repairs to various park facilities and structures with accepted techniques in carpentry, plumbing, electrical, painting, masonry and roofing maintenance. Maintains roads and grounds. May be assigned to train and lead permanent and seasonal employees in the safe use of equipment and tools in the repair of parking facilities. Keep the facilities in a high state of repair to provide the safety and enjoyment of the public.
25%	<b>Facilities Housekeeping</b> Cleans all facilities, restrooms, administration buildings, and service buildings in assigned unit. These tasks will include, but are not limited to, removal of trash, comfort station and grounds cleanup, and picking up litter from the beach by hand. May be assigned to train and lead permanent and seasonal employees in the proper method of performing housekeeping duties, assigns jobs, and does follow-up inspections to evaluate results. Keeps and maintains records. Keeps and maintains related storage areas supplied with cleaning materials and public use items. Maintain regularly scheduled inspections appropriate to the visitor use period to maintain a high level of cleanliness and safety of the facilities used by the public.
15%	<b>Resource Protection</b> Clears and maintains driving, running, walking, and biking trails. Assist in cleaning the beaches' shoreline. Responsible for erosion control. Clears and maintains storm drains and culverts. Performs routine preventative maintenance and minor repairs on automotive vehicles, tractors, power tools, and miscellaneous equipment. Assist in maintaining vehicles and equipment to

	ensure that the equipment is ready and available for use when needed. Washes and cleans state vehicles and equipment.
<b>15%</b>	<p><b>Administration</b></p> <p>Assist with ordering materials, supplies and maintaining inventory and records as required. Responsible for purchasing and completing purchase documents. Completes routine paperwork, such as employee time sheets, daily permanent and seasonal schedule, facility maintenance history work sheet, monthly vehicle inspection sheet and mileage logs to ensure proper input to supervisor who must give input for timekeeping and accounting, etc. Actively participates in staff meetings, attends seminars, classes and meetings as required to complete job assignments in an effective and efficient manner. Maintain a safety program that will include knowledge and use of Material Safety Data Sheets (MSDS) information and other standard safety precautions. May be assigned to coordinate and document staff and safety meetings. Stays current with departmental and district policies, rules, regulations and procedures. Serves as the park unit's liaison between Sector Special Events staff, special event permittee and contracted refuse Disposal Company for all moderate to major special events occurring in the unit. Ensure proper reporting of waste diversion regarding refuse disposal for same. Works within the public use areas and is expected to provide the public with information related to the public's use of the park facilities, including rules and regulations, and report violations to and on occasion may assist State Park Peace Officers in traffic control procedures.</p>
<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 work holidays, weekends, late afternoons, and evening shifts as needed.	
<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.	

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>