



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Park Maintenance Worker I (PI)	549-696-6767-902
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Gold Fields	PMWI	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Folsom Sector	Folsom Lake State Recreation Area / Peninsula Campground	
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 California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
<p>Under the direct supervision of the Park Maintenance Chief I, the Park Maintenance Worker I (PMW I) is principally responsible for the maintenance functions related to park infrastructure and systems, structures and grounds as well as general housekeeping duties at the various sub-units, which include the Folsom Lake State Recreation Area (SRA) and the Folsom Powerhouse. This position has oversight of all systems throughout the Sector and will be responsible for the pumping of various state-owned chemical toilets. This position has oversight of all systems within the assigned Sector and is responsible for pumping and servicing state-owned chemical toilets. As operational needs require, the incumbent may also perform the same or similar services at locations throughout the Gold Fields District. The schedule for this position is Sunday - Wednesday, 6:00 a.m. to 4:30 p.m. The reporting location is the Peninsula Campground located in the Folsom Lake Sector of the Gold Fields District. This position may work a maximum of 1500 hours within a calendar year.</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%	FACILITY MAINTENANCE: Completion of skilled and semiskilled maintenance and repair tasks including all phases of carpentry, plumbing, and electrical installation and repair in buildings, systems, campgrounds and day use areas. Responsible for the completion of specialized maintenance and repairs in painting, dry wall construction, masonry areas such as buildings, systems, campgrounds, day use areas and aquatic recreation programs. Repair of all residential/commercial type systems including HVAC, swamp-coolers and septic and water systems and lift stations. May work with park staff and volunteers to construct and maintain trails throughout the park unit. Assists, as needed and when time permits, other Sectors by providing the same services.	
30%	HOUSEKEEPING: Provides guidance to Park Maintenance Assistants, volunteers, inmates, and seasonal employees in handling routine maintenance tasks. Cleans, when necessary, campgrounds, comfort stations, combination buildings, beaches, and other public facilities; maintains shops, alleyways, and utility sheds in a clean and safe condition. Completion of skilled and semiskilled maintenance and repair tasks including carpentry, plumbing and repair in buildings, systems, campgrounds, day use areas and aquatic recreation program may be required. Checks stock	

	and inventory, maintains supplies, and collects and disposes of refuse. Participates, as necessary, in the training of seasonal staff and volunteers. May work as a lead and oversee assigned tasks of lower-level staff.	
20%	ADMINISTRATION & TRAINING: Complete paperwork such as timesheets, daily logs, vehicle logs, MAXIMO, purchase documents, agreement for services and other required reports. Completes all required training necessary for satisfactory job performance and may purchase supplies from local vendors and contract items. Participates in staff meetings to determine daily assignments and receive operational updates.	
10%	EQUIPMENT CARE & MAINTENANCE: Perform minor inspections of equipment to ensure that all maintenance is complete and up to date. Notify Equipment Mechanic and/or Maintenance Chief of any concerns or potential equipment failures.	
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		
Working outside in various weather conditions that varies from extreme heat and cold.		
TELEWORK DESIGNATION		
This position is designated as: (Check one)		
<input type="checkbox"/> Telework Eligible – Office Centered <input type="checkbox"/> Telework Eligible – Remote Centered <input checked="" type="checkbox"/> Not Telework Eligible		
SPECIAL REQUIREMENTS:		
Possession of a valid Real ID class C driver's license is required. REAL ID Requirement: Access to this work location requires compliant identification for entry onto federal property. Acceptable identification includes a REAL ID-compliant driver's license or approved alternatives, such as a valid U.S. Passport or Passport Card, military ID, or a Trusted Traveler card (e.g., Global Entry).		
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