



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Park Maintenance Worker II	549-260-6768-002
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Gold Fields	Park Maintenance Worker II	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Prairie City Sector	Prairie City State Vehicular Recreation Area (SVRA)	
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 Supervisor
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 direction of the Park Maintenance Supervisor, the Park Maintenance Worker II is a permanent skilled and semi-skilled position involved in the structural and facilities maintenance functions of the State Park System. The essential job functions of these positions include facilities maintenance, equipment operations/maintenance, resource protection, and lead work. All duties shall be performed in a safe manner and in compliance with department policies, safety orders, established safe work practices, and the district Injury and Illness Prevention Program (IIPP). The work schedule is Monday through Thursday, 6:00 am to 4:30 pm. This position may be required to work weekends and holidays.</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	
30%	FACILITIES MAINTENANCE Maintains and repairs buildings, grounds, roads, trails and utility systems. Performs carpentry, plumbing, electrical, masonry, roofing, painting, and other maintenance work required to maintain park facilities. Cleans and maintains trails, campgrounds, picnic areas, and other public and staff facilities; collects and disposes of refuse. Provides lead direction to Park Maintenance Assistants, Park Maintenance Worker I staff, Maintenance Aides, and Senior Maintenance Aides, and assists the Park Maintenance Supervisor with scheduling, coordinating, and carrying out maintenance and repair activities, as well as daily park housekeeping operations. Assist the Park Maintenance Supervisor in the operation and maintenance of water treatment and sewer treatment equipment/facilities. Leads and oversees court referral workers, inmate crews, California Conservation Corps (CCC) crews, and volunteers in the completion of special projects and routine maintenance activities.	
25%	ADMINISTRATION Prepares purchase documents, vehicle usage reports, vehicle safety inspection reports, and Cal-Card statements. Will perform data entry into the departments MAXIMO program as directed by the Park Maintenance Supervisor. Audits seasonal time reports to ensure accurate hours are recorded and the time reports are completed prior to submitting to the Park Maintenance Supervisor. Implements safe work practices and identifies hazards to staff and the public as a member of the district's safety team, including recognizing deficiencies in the district's safety program.	

25%	CREW LEADERSHIP	
	Leads the day-to-day operations of facilities maintenance crews, conservation crews, CAL FIRE inmate crews, and volunteers. Works with and instructs Park Maintenance Worker I's, Park Maintenance Assistants, and Maintenance Aides in maintenance, repair, and construction projects throughout the district. Leads staff and volunteers with housekeeping in the campgrounds, tracks, trails, and day use areas. Assists the Park Maintenance Supervisor with work schedules and the order of project priorities.	
15%	EQUIPMENT MAINTENANCE/HOUSEKEEPING	
	Collects vehicle inspection forms and mileage logs monthly. Checks hand and power tools prior to and after use to ensure safety and operational ability, repairs or replaces as necessary. Conducts monthly fire extinguisher checks. Ensures that all crews understand safe operating procedure and are cleaning tools daily after use. Reports malfunctioning, unsafe, or damaged equipment to the appropriate supervisor immediately. May enter Vehicle Usage Reports (VUR) and perform data entry in MAXIMO. Act as a lead person and give guidance to Park Maintenance Assistants, Maintenance Aides, and seasonal employees in routine housekeeping and when necessary, perform housekeeping duties within the sector.	
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 outdoors in various types of weather; work in unpleasant conditions (e.g., Rainy/hot weather) Work in hazardous situations (e.g., chemicals) Works at elevated heights or near fast moving machinery, off highway vehicles, or traffic Daily use of personal computer and a variety of office software applications at a workstation. Work environment may have moderate exposure to unusual elements, such as extreme temperatures, elevations, dirt, dust, fumes, unpleasant odors, and/or loud noises. May involve some exposure to aggressive visitors.		
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 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