



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field Division	Office Technician (Typing)	549-554-1139-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Oceano Dunes District	Facilities Office Technician	R04
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Facilities/Maintenance	Oceano Dunes Maintenance Yard	
STATE HOUSING		IMMEDIATE SUPERVISOR
Housing not available		Park Maintenance Supervisor
SENSITIVE POSITION DESIGNATION (Check if applicable)		
<input type="checkbox"/> Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
<p>The reporting location for this position is at the Oceano Dunes Maintenance Yard, 928 Pacific Blvd, Oceano, CA, and works under the general direction of the Park Maintenance Supervisors. This position supports the Facilities Development field program through administrative support including but not limited to data entry, asset management, and training support. This position serves as a property custodian for the District and assists with various maintenance tracking and reporting utilizing various Departmental systems which include SharePoint, and FI\$Cal. This position requires attention to detail, good judgement, and the ability to communicate effectively.</p> <p>The schedule for this position is 8:00 a.m. to 4:30 p.m., Monday through Friday.</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%	<p>DATA ENTRY</p> <p>Enter data into the department's proprietary asset management databases (including MAXIMO and other tracking systems), which includes work orders, vehicle use report, smog's, property numbers and location of assets. Track and update SharePoint Maximo workbook for all facilities staff. Provide clerical assistance to the District Maintenance Chief III with the development of the maintenance and equipment budget, plans, prospective uses and programs in order to provide efficient and effective utilization of resources to meet the Department's objective of providing quality services and park experience to the visitor. Using Departmental systems, serves as District Property Custodian and assists in property inventory with District Maintenance Chief and Headquarter personnel. Ensure facility and property numbers are assigned as required by Departmental policy. Manage vehicle property forms and upload into Fiscal as needed. Assist seasonal staff with computer access to journal projects they have completed. Ensure accurate status of fleet is reported to MAXIMO.</p>	
25%	<p>FINANCIAL DATA ENTRY</p> <p>Assists with tracking all budget allocations by collecting procurement data and entering Requisition Requests for the Facilities Development program utilizing Departmental and District proprietary and internal systems. Provides updates to the Park Maintenance Chief III or Park Maintenance Supervisor on maintenance and equipment budget balances or concerns. Update and log all staffing budgets and seasonal day usage for accurate totals. Uses various software and Departmental programs such as MAXIMO, FI\$Cal, MS Word, Excel, Access, Adobe</p>	

	programs and other outside Agency software and database programs. Works with field staff in supporting their mandated reporting requirements and data entry requirements on a monthly, quarterly, annual, and as-needed basis.
15%	DISTRICT FLEET TRACKING Utilizing Departmental and District systems, track, maintain, and prioritize all incoming vehicle repair requests in Auto shop calendar. Assist with vehicle inspections and double-checking mileage for Vehicle Usage Reporting purposes. Assist with oversight of vehicle by cataloging documents and organizing files as needed. Maintain accurate fleet list for department use, verify monthly vehicle inspections are being completed. Track and update all vehicle apps and list in the districts share point.
15%	ADMINISTRATION Order fuel as needed for District operations. Process quarterly Diesel Fuel Tax returns to the Board of Equalization and maintain files on all Fuel Usage logs. Drive state vehicles to assist with transporting daily mail to and from District Office. Answer phones, route calls, and take messages as needed. Performs word processing, develops spreadsheets using Microsoft Word and Excel software programs. Spreadsheets and writings include letter composition, memos, development of forms, logs, tables, graphs and reports. Prepare all seasonal hire packets, work comp packets, and assist with scheduling seasonal interviews. Track all work camp programs used. Take meeting minutes while at scoping or project meetings and email notes to Maintenance Chief for approval to be sent out. Maintain and update data within project boards for staff to see. Maintain and update Illness Prevention Plan (IIPP) and Heat illness packets to comply with CALOSHA requirements.
10%	TRAINING AND SAFETY Participate in safety meetings and other appropriate staff meetings as directed. Ensure documents contained in the Injury and Illness Prevention Plan (IIPP) and Safety Data Sheets (SDS) are accurate and current to provide a safe working environment.
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. May be occasionally called during off-duty hours to respond to emergencies related to division activities in order to maintain critical processes and programs under the direction of existing policies and procedures.
TYPICAL WORKING CONDITIONS	
<p>Work environment is an office setting, using computer, telephone, and other business equipment.</p> <p>Operate state vehicles.</p> <p>Typical work activities involve frequent and prolonged periods of sitting.</p> <p>Typical work involves extended telephone conversations and keyboard operation.</p> <p>Must meet many deadlines within short timeframes.</p> <p>Hand dexterity to use telephone, keyboard and calculators are common requirements</p> <p>Move about, stand, reach, stoop or bend.</p> <p>Use fine motor skills for computer or office machine use.</p> <p>Lift supply boxes up to 10 lbs. and move heavier supplies using a hand cart.</p> <p>Requires reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movements in the performance of daily duties.</p> <p>May involve some exposure to aggressive visitors.</p> <p>May be occasionally be required to work weekends and holidays.</p>	
TELEWORK DESIGNATION:	
This position is designated as NOT Telework Eligible.	
SPECIAL REQUIREMENTS:	

Possession of a valid Class 'C' driver's license is required and maintain a good driving record. Must be able to pass a criminal background check.

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