



## DUTY STATEMENT

<b>DIVISION</b>	<b>CLASSIFICATION</b>	<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b>
Central	Park Maintenance Worker II	549-732-6768-002
<b>DISTRICT/HQ SECTION</b>	<b>WORKING TITLE</b>	<b>CBID</b>
Central Valley District	PMW II	R12
<b>SECTOR/HQ UNIT</b>	<b>REPORTING LOCATION</b>	<b>INCUMBENT</b>
Facilities Development	Columbia SHP	
<b>STATE HOUSING: (Check one)</b>		<b>IMMEDIATE SUPERVISOR</b>
<input type="checkbox"/> Housing is required <input checked="" type="checkbox"/> Housing may be required <input type="checkbox"/> Housing is not available		Park Maintenance Supervisor
<b>SENSITIVE POSITION DESIGNATION: (Check if applicable)</b>		
<input checked="" type="checkbox"/> Sensitive Position as designated by the Department per <a href="#">California Code of Regulation (CCR) 599.961</a>		
<b>POSITION DESCRIPTION</b>		
<p>Under the supervision of the Park Maintenance Supervisor, the Park Maintenance Worker II will perform skilled and semiskilled structural and facility maintenance and repair work throughout the Sector on a wide variety of park facilities, including buildings, systems, grounds, roads, and trails; estimates and purchases materials and supplies; keeps tools and equipment in good condition; keeps records and prepares reports as required. The incumbent may lead and train a crew of maintenance employees. The work schedule will be Tuesday through Saturday from 7:00 a.m. to 3:30 p.m.</p>		
<p><b>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.</b></p>		
<b>ESSENTIAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>40%</b>	<p><b>Facility Maintenance</b>          Performs technical/skilled maintenance and repairs to park facilities. Applies methods used in carpentry, electrical, painting, plumbing, welding, water system and sewer system repairs to carry out the facility maintenance program. Provides leadership and direction to individuals and crews performing maintenance within the Units/Sector. Provides input towards the development and implementation of the District Maintenance Program when requested/needed. Estimates, orders, and purchases supply materials as necessary. Obtains bids and completes all purchase documents accurately. Acts as fund custodian for petty cash. Keeps up to date on new methods and materials used in maintenance.</p>	
<b>20%</b>	<p><b>Administration</b>          Works with the Sector Maintenance Chief, Sector Superintendent and Park Maintenance Supervisor on the Sector Maintenance Budget. Completes budget requests for equipment and Category II projects. Prepares and submits contracts and follows through until project completion. Attends required training as scheduled. Assures that all required administrative documents are completed, accurate and submitted in a timely manner. Provides training for permanent and seasonal personnel and special programs for staff as necessary. Provides information on personnel training needs of other maintenance employees. Ensures safety meetings are held, and the paperwork is sent to the Sector Office. Provides Maintenance Supervisor with information on employee job performance. As a Procurement-Card holder meets all the requirements for use. Completes and submits DPR 484's for property. Determines the availability of materials and obtains bid prices. Purchases materials and supplies as directed by the Superintendent/Supervisor. Completes time sheets in TEMPO monthly. Fosters collaborative and positive relationships with colleagues and the public. Maintains various records necessary for the</p>	

	operation of park units. Tracks project costs, accomplishes condition assessments by utilizing the MAXIMO program and inputs into MAXIMO.	
15%	<b>Facility Housekeeping</b> Provides coordination, training, leadership, and direction to maintenance crews performing facility housekeeping functions. Ensures adequate supplies are maintained and that all structures and grounds are neat and clean in appearance.	
15%	<b>Equipment Maintenance</b> Ensures maintenance and repairs are completed on unit automotive/mobile equipment as needed. Oversees vehicle inspections and monthly mileage logs are completed on all equipment according to Departmental Policy. Ensures all hand tools and small Equipment Turnaround Document and sees that it gets sent out to the Department Headquarters in a timely manner.	
<b>MARGINAL FUNCTIONS:</b>		
%	<b>TASK/DUTIES</b>	
5%	<b>Safety</b> Attends formal safety meetings and holds informal tailgate safety meetings as needed. Wears appropriate safety equipment for job. Carries out assignments and maintains work areas in accordance with established safe job practices. Wears seat belts during vehicle use. Isolates and/or immediately corrects any problems posing a hazard to customers or employees. Reports all injuries, even minor ones, to on-duty supervisor as soon as possible. Attends training, refresher courses and/or fitness tests as required by the Department.	
5%	Other job-related duties as assigned and necessary for operational continuity. Attends 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 heavy objects. Perform indoor and outdoor, work often in inclement weather, walk across uneven terrain both up and downhill, and standing for long periods of time. May have extensive exposure to dirt, dust, fumes, unpleasant odors and/or loud noises. May work in remote locations. Reading, writing, and speaking clearly and concisely. Perform basic mathematical computations, skilled with measurements, and ability to make sound decisions. May work weekends and holidays, irregular hours, and may provide coverage for emergencies.		
<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 Class “C” Driver’s License required.		
<b>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.</b>		
<b>SUPERVISOR STATEMENT:</b>		
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>
<b>EMPLOYEE STATEMENT:</b>		
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>

