



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Park Maintenance Worker I	549-655-6767-010
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Bay Area District	Park Maintenance Worker I	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Bay Area District	Tomales Bay State Park (SP)	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
<input checked="" type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required <input 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 supervision of the Park Maintenance Supervisor, the Park Maintenance Worker I will perform semi-skilled construction and facility maintenance repairs to build, modify and maintain park facilities in a clean, safe, attractive, and functional manner to protect the state investments and provide visitors with an enjoyable, safe and positive park experience. The Park Maintenance Worker I may act as a trainer and lead person to Park Maintenance Assistants, seasonal Maintenance Aides, and volunteers.</p> <p>The reporting location for this position is the Tomales Bay Maintenance Shop located at 1100 Pierce Point Road, Inverness, CA 94937. The work week for this position is Work schedule is Thursday through Sunday, 7:00am to 6:00pm.</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	
40%	<u>Facility Maintenance</u> Constructs, modifies and maintains park facilities in accordance with Departmental standards by utilizing skills in carpentry, electrical, masonry, plumbing, welding, mechanical, painting, roofing and other construction-related skills. Paint buildings and structures. Repair broken water and sewer lines, clear stoppages in sewer lines, and repair or replace broken or malfunctioning plumbing fixtures. Repair doors, gates, windows, screens, fences, culverts, campsite furnishings, electrical systems and components, building hardware and accessories, security systems, leaking roof and rain gutters, pumps, signs and exhibits. Repairs and constructs trails, retaining walls, benches, storage bins, fire rings, barbecues, interpretive display panels, exhibit cases, foundations, and other structures. Lays brick, stone, rock, cement, and adobe blocks. Operates tools and shop equipment such as drill presses, planers, chainsaws, circular saws, band saws, jig saws, radial arm saws, generators, pumps, plumbing snakes, pneumatic tools, jointers, and other equipment. Operates small equipment and tows trailers. Recognizes and immediately reports and/or corrects, within capabilities, any potential safety hazards to supervisor.	
25%	<u>Housekeeping</u> Performs routine cleanup of worksite areas. Stores materials, tools and supplies in a neat and safe fashion as necessary to keep the shop and work site organized, litter-free and uncluttered to	

	create a safe working environment. Empties refuse containers. Cleans restrooms, park grounds, picnic sites and other public facilities. Collects and disposes of trash and debris.
10%	<u>Resource Protection</u> Mows grass and removes unwanted vegetation when required. Removes downed limbs, trees, and other debris from public use areas, roads, trails, park residential areas and service areas. Clears drainage control ditches such as culverts. Falls diseased, unsafe, or infected trees. Organizes and reports to supervisor any potential problems involving trespass, erosion, fire, or any condition detrimental to the resources.
10%	<u>Administration</u> Attends and participates in District staff meetings. Attends mandatory training classes in carpentry, electrical, plumbing, and other maintenance related courses. Inventories supplies and materials when requested and upon approval of supervisor, procures these items using the proper procurement documents. Maintains Maximo Program, vehicle and equipment logs daily and accurately. Completes time sheets.
10%	<u>Equipment Maintenance</u> Performs minor, semiskilled repairs and preventative maintenance on mowers, tractors, trailers, sprayers, pumps, vehicles, fire pumps, shop equipment and tools to keep them in a clean, safe, efficient and proper operating condition. Change vehicle oil, spark plugs, air filters, wiper blades, belts, fuses, hoses, broken lenses, lights, worn tires and other broken or malfunctioning components. Replaces frayed or worn electrical cords, cutter blades, dull saw blades, vehicle batteries and electrical connectors by using hammers, screwdrivers, files, a variety of wrenches, pliers, testing equipment, cutters, voltage meters, vises and grinders. Washes, waxes and cleans interiors and exteriors of vehicles and equipment. Safety inspects all vehicles, equipment and tools before use and immediately repairs (within employee's capabilities) potential safety hazards. Reports all safety hazards to supervisor immediately. Ensures to exclusively use equipment that the employee has been trained on.
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	
Prolonged standing, bending and sitting; works inside and outside in varying climates and temperatures; transports equipment and materials weighing up to 60 pounds; may require heavy physical work including lifting, pushing or pulling equipment and materials weighing up to 60 pounds; frequent walking on even and uneven surfaces; works from elevated surfaces such as from ladders and scaffolding; may be required to work in confined spaces.	
TELEWORK DESIGNATION	
This position is designated as: (Check one)	
<input type="checkbox"/> Telemwork Eligible – Office Centered <input type="checkbox"/> Telemwork Eligible – Remote Centered <input checked="" type="checkbox"/> Not Telemwork Eligible	
SPECIAL REQUIREMENTS:	
Possession of a valid class C driver's license is required. May be called upon to assist other park units throughout the District. As an employee in required state housing, you are expected to respond to call-outs for non-emergencies, emergencies, or critical events occurring districtwide and outside of your normal work hours. Some examples include, but not limited to, response to park alarms (fire, sewer, water, etc.), hazardous material response (direct and support), fire response (direct and support), maintenance of critical infrastructure, and opening/closing gates after hours.	

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