



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central	Museum Custodian (PI)	549-732-2042-902
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Central Valley	Museum Custodian (PI)	R15
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Cultural Resources	Columbia State Historic Park	
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		Museum Curator I
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>Under the supervision of the Museum Curator I, the Museum Custodian (PI), is responsible for the daily preservation, cleaning, monitoring and protection of the museum collections, exhibits, and museum facilities, primarily those of Columbia State Historic Park and other parks in the Central Valley District. The Museum Custodian (PI) will apply their knowledge of preservation, handling, and custodial techniques on and around museum collections and maintenance of a wide variety of material cultural objects and documentary materials. The Museum Custodian (PI) will also assist with ongoing collections and exhibit projects including inventories, cataloging, conditions assessment and research.</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>COLLECTIONS CARE</u> Using appropriate care and precautions, maintain clean exhibits throughout the park by sweeping, dusting, vacuuming, window washing, knocking down cobwebs and performing other regular cleaning tasks for museum collections. Maintain the collection storage facility using similar cleaning and preservation methods. Employ museum cleaning methods, materials, chemicals and equipment that are safe for use with historic objects. Performs routine tasks independently, consulting with the Museum Curator I before acting on new or different projects. Understands and employs the principles of conservation in all work performed.	
25%	<u>EQUIPMENT AND FACILITY MAINTENANCE</u> Responsible for the daily inspection, accountability, organization, and safe storage of all project-related equipment, including specialized tools and cleaning products. Maintain an inventory of supplies and equipment and request purchases as needed. Monitor and maintain facilities' environmental condition data report to the Museum Curator I. Report on finding Integrated Pest Management program to the Museum Curator I. Perform minor work in curatorial storage of museum artifacts. Support district staff with Emergency Response Plans and the storage of emergency evacuation supplies and equipment.	
20%	<u>COLLECTIONS HANDLING AND PROCESSING</u> Assist in the packing, inventory, research, and processing of artifacts, including digital photography. Assist with the installation and de-installation of exhibits and the movement of	

	collections as needed to support special events. Assist with setup, monitoring, and other duties during, or related to, events to ensure collections care.	
10%	<u>ADMINISTRATIVE AND CUSTOMER SERVICE</u> Responsible for completing project-related documentation and maintaining records of collections performed. Undergo training specifically related to the handling, preserving, and record-keeping of museum collections. Train other staff and volunteers in preservation, cleaning, and monitoring tasks as needed. Provide good customer service when interacting with the public and competently answer visitors' preservation-related and facility questions.	
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		
This position will require lifting of at least 35 pounds, loading, unloading, and handling various materials and supplies while wearing a uniform and/or appropriate protective equipment. Exposure to dust, insects, and other environmental elements. Will practice professional preservation and handling techniques on or around museum objects. This position will demonstrate appropriate care and precautions not to cause damage or destruction to museum artifacts. This position may work for up to 1500 hours per year. The schedule is Monday through Friday and occasional weekend, or evening assignments may be scheduled.		
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