



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Division	Park Maintenance Worker I	549-927-6767-006
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Orange Coast District	Park Maintenance Worker I	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
South Sector	San Clemente	
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 supervision of the Park Maintenance Supervisor, the Park Maintenance Worker I performs a wide range of skilled and semi-skilled maintenance, repair, and construction tasks throughout park facilities and infrastructure. This includes work on buildings, utility systems, roads, trails, and grounds. The position is responsible for maintaining tools and equipment in good working condition, completing required documentation and reports, and may assist in leading or training seasonal maintenance staff as needed.</p> <p>The reporting location for this position is San Clemente State Beach. The working schedule for this position is Tuesday-Saturday from 7:00 AM – 3:30 PM.</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%	Facility Maintenance Performs maintenance and repair work including carpentry, plumbing, electrical, masonry, roofing, and general construction across a variety of park facilities and infrastructure. The position is responsible for maintaining buildings, restrooms, utilities, roads, trails, and grounds, including vegetation, lawns, picnic areas, and public-use spaces. Perform all work in compliance with safety standards and applicable federal, state, and local regulations. Ensure assigned tasks are completed thoroughly and efficiently, may act as a lead worker when needed, and must accurately document all work performed, including time and materials used.	
20%	Resource Management Responsible for supporting the preservation and protection of natural and cultural resources within the park. Work cooperatively with district staff and specialists, being mindful of resource protection during all maintenance activities, and responding appropriately to issues such as erosion, fire hazards, trespassing, or environmental damage. Promote environmental awareness and supports recycling and sustainability efforts while carrying out assigned duties.	
20%	Equipment Operation and Maintenance Operates and maintains a variety of tools, vehicles, and equipment used in maintenance activities, including power tools, trucks, and specialized machinery. Responsible for ensuring all equipment is used safely and properly, remains clean, and is kept in good working condition. Perform routine inspections, complete minor repairs, maintain daily and monthly inspection	

	records, and follow manufacturer recommendations and departmental policies for equipment use and maintenance.	
10%	Administration Responsible for completing administrative tasks associated with maintenance operations, including work orders, project documentation, and required reports. Accurately completes and submits purchase orders, service agreements, vehicle logs, safety checklists, and timesheets in accordance with established procedures and deadlines. Participates in meetings, maintains proper storage and use of supplies and materials, and provides necessary information to support systems such as MAXIMO and other reporting requirements.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Housekeeping Maintains a high standard of cleanliness across all park facilities, including restrooms, public-use areas, and operational spaces. Perform routine cleaning, litter removal, and general upkeep to ensure facilities are safe, sanitary, and presentable to the public at all times.	
5%	Other Duties Performs additional job-related duties as assigned to support operational needs. This includes attending trainings and meetings, completing administrative tasks, and assisting with other maintenance or operational activities as required.	
TYPICAL WORKING CONDITIONS		
The position requires frequent physical activity, including bending, lifting, pushing, and pulling, and involves both indoor and outdoor work in varying weather conditions. The employee may be exposed to dirt, dust, fumes, loud noises, and other environmental conditions, and may be required to work in remote locations as part of regular duties.		
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:		
The Park Maintenance Worker I must possess a valid California Class C Driver’s License and be capable of performing physically demanding work. The position also requires the ability to read, write, and communicate effectively in English in order to complete assigned duties and documentation requirements.		
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