



## DUTY STATEMENT

<b>DIVISION</b>	<b>CLASSIFICATION</b>	<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b>
Central	Park Maintenance Worker I	549-732-6767-002
<b>DISTRICT/HQ SECTION</b>	<b>WORKING TITLE</b>	<b>CBID</b>
Central Valley District	PMW I	R12
<b>SECTOR/HQ UNIT</b>	<b>REPORTING LOCATION</b>	<b>INCUMBENT</b>
Facilities Development	Calaveras Big Trees SP	
<b>STATE HOUSING: (Check one)</b>		<b>IMMEDIATE SUPERVISOR</b>
<input type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required <input checked="" 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 direction of the Park Maintenance Supervisor, the Park Maintenance Worker I (PMWI) will perform skilled maintenance work including carpentry, painting, electrical, masonry, plumbing, roofing, and other work required to help additional park facilities in the district. The reporting location is Calaveras Big Trees State Park Maintenance Shop, 1170 East Highway 4, Arnold, California 95223. Work Schedule is Sunday through Thursday 7:00am to 3:30pm</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>		
<b>ESSENTIAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>30%</b>	<b>FACILITY MAINTENANCE</b> Perform work in all phases of carpentry, painting, electrical, masonry, plumbing, roofing, and other work required to help in the maintenance, repair, and construction of a wide variety of park facilities, clears and maintains trails, trim trees and other vegetation; mows along roadsides, around buildings, and throughout campgrounds for fire safety and to prevent injuries to customers. Maintains gates and barrier structures in a secure, safe, and usable condition. Maintains repair and/or replace signs; patch potholes on roadways and clears ditches and culverts. Acts as lead person for projects performed by volunteers, court referrals, and inmate labor crews. Evaluate maintenance problems and take appropriate corrective action. Assists with ordering and purchasing of supplies and materials. May operate snow removal equipment when necessary.	
<b>25%</b>	<b>FACILITY HOUSEKEEPING</b> Acts as lead person for the housekeeping for the unit. Ensures that the restrooms, picnic areas, parking lots, campground areas, and other public-use facilities are kept clean and free of litter, and trash cans are emptied regularly.	
<b>20%</b>	<b>EQUIPMENT MAINTENANCE</b> Performs daily checklist and operates vehicles and other equipment as required. Service, maintain, and conduct routine and minor repairs on all equipment used, including chain saws, line trimmers, mowers, and a variety of power hand tools. Maintain equipment in safe operable condition, cleans equipment and vehicles used each day. Maintain accurate logs of mileage usage of fuels and lubricants.	
<b>15%</b>	<b>ADMINISTRATION</b>	

	Perform inventory and order materials, obtains bid prices, purchases materials and supplies as directed. Completes time sheet in a correct, neat and legible manner. Maintains cooperative relations with public and co-workers. Maintains various records necessary for the operation of park units.	
<b>MARGINAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>5%</b>	<b>SAFETY</b> Attends 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 problem posing a hazard to customers or employees; reports all injuries, even minor ones, to on-duty supervisors as soon as possible; attends training, refresher courses or fitness tests as required by the Department.	
<b>5%</b>	Other job-related duties as assigned and necessary for operational continuity. Attend 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. Perform indoor and outdoor work often in inclement weather. May have extensive exposure to dirt, dust, fumes, unpleasant odors and/or loud noises. May work in remote locations.		
<b>TELEWORK DESIGNATION</b>		
<b>This position is designated as: (Check one)</b>		
<input type="checkbox"/> Telemwork Eligible – Office Centered <input type="checkbox"/> Telemwork Eligible – Remote Centered <input checked="" type="checkbox"/> Not Telemwork Eligible		
<b>SPECIAL REQUIREMENTS:</b>		
Possession of a valid class C driver's license is required.		
<p><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></p>		
<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>