



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Park Maintenance Worker I, Permanent Intermittent (PI)	549-690-6767-902
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Gold Fields	PMW I	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Facilities Development	Gold Fields District Office	
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)

Sensitive Position as designated by the Department per [California Code of Regulation \(CCR\) 599.961](#)

POSITION DESCRIPTION

Under the supervision of the Park Maintenance Supervisor, The Park Maintenance Worker I (PMW, PI) is responsible for performing trail maintenance, fence installation and repair, vegetation restoration and erosion control. This position may act as a lead worker and work as part of a team with Laborers, Senior Maintenance Aides, Maintenance Aides, Inmate Crews, Conservation Crews, or Volunteers. This position is a uniformed classification and is required to maintain an appearance conforming to department standards. Incumbent will be required to operate numerous gators, 4x4 vehicles and mechanized equipment while on duty. The work schedule for this position is Monday through Thursday 6:00 AM to 4:30 PM.. The reporting location is 7806 Folsom-Auburn Road Folsom, CA 95630.

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
35%	TRAIL MAINTENANCE: Mows, brushes, prunes, clears culverts of debris, and litter pickup to keep the district's trails and roads systems in a safe and functional condition. Performs labor for hand excavation of trail drains, trail tread repair and brushing back vegetation from roads and trails. Operates trail equipment including drags and compactors for smoothing trail treads and other tools such as pruners, lawnmowers, chainsaws, hedgers, weed eaters and various hand tools including hand saws, pulaski tool, shovels, pick axes, grub hoes, digging bars, grip hoists and mcleods. Works cooperatively with Heavy Equipment Operators in maintaining the trails.
30%	RESOURCE PROTECTION: Constructs or maintains resource protection fences, leads crews on resource management projects (such as habitat restoration or re-vegetation), erosion control, and removal of dead, downed, or diseased trees. Preserves the natural and cultural resources of the State of California

	in all assignments and projects. Seek opportunities to promote environmental consciousness and encourage recycling.
25%	<p>EQUIPMENT MAINTENANCE/HOUSEKEEPING:</p> <p>Operates and performs monthly vehicle and equipment inspections and usage reports, performs preventive maintenance on all unit vehicles including oil changes, lubrication, minor repair to mechanical and electrical systems and washing vehicles and equipment as needed. Operates power tools, light trucks, utility vehicles, and various maintenance vehicles and equipment including, but not limited to: power tools, chain saws, ride on mowers, weed eaters, portable pumps, post hole diggers, sewer augers and generators in the performance of assigned duties. Maintains tools, equipment and work areas in a safe, clean and efficient condition. Maintains all State-owned or operated equipment in accordance with manufacturer's recommendations. Maintains and operates light vehicles and equipment. Keeps tools and equipment clean, safe, and in operable condition. Performs minor repairs and maintenance to chain saws, power augers and other trail related equipment.</p> <p>Performs housekeeping tasks in historic buildings, Kiosks, Maintenance Shop, day use areas, campgrounds and in other use areas and buildings as required. Work to be performed may include dusting, waxing and polishing of floors, cleaning public restrooms, litter pick up and hauling of garbage.</p>
5%	<p>ADMINISTRATION:</p> <p>Reads and studies manuals, policies and directives related to maintenance and employee safety. Completes mileage logs, vehicle inspection sheets and attendance records. Purchases materials and supplies for maintenance projects utilizing proper purchasing procedures. Compiles lists of materials and writes rough draft sub-purchase orders for review and processing by district staff. Inventories, orders, organizes and maintains stock material related to maintenance projects. Attends and actively participates in required training including all maintenance skills classes. Keeps weekly logs of all work completed including MAXIMO work orders and materials used. Completes mileage and time logs for reimbursable projects, maintains inventories of tools, supplies and materials as directed. Duties also include participating in staff meetings, completing timesheets, occasional training, and reporting any damage, vandalism or unsafe conditions observed in the park.</p>
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	
Working conditions may include exposure to inclement weather including hot and cold temperatures, rain, mud and snow. Depending on project locations and when working with volunteers/crews the Worker I may be required to work weekends. Works cooperatively with district specialists and is mindful of resource preservation in all activities. Works cooperatively with personnel in other classifications to meet the district's resource management goals and respond immediately to threats of fire, erosion, trespass, or encroachment.	
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.	

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