



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Park Maintenance Worker II	549-693-6768-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Gold Fields	PMW II	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Facilities Development	Marshall Gold Discovery SHP	
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 direction of the Park Maintenance Supervisor, the Park Maintenance Worker II is a permanent skilled and semi-skilled position involved in facilities maintenance and structural functions of the State Park System. The essential job functions of these positions include facilities maintenance, equipment operations/maintenance, resource protection, and lead work. All duties shall be performed in a safe manner and in compliance with department policies, safety orders, established safe work practices, and the district's Injury and Illness Prevention Program (IIPP). The Park Maintenance Worker II will report to Marshall Gold State Historic Park and the work schedule is Monday through Thursday, 6:00 AM – 4:30 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
25%	<p><u>FACILITIES MAINTENANCE</u></p> <p>Maintains and repairs buildings, grounds, roads, trails, day-use areas, visitor centers and utility systems. Performs carpentry, plumbing, electrical, masonry, roofing, painting and other work as required to maintain those facilities. Leads the day-to-day housekeeping operations consisting of cleaning and maintaining restroom facilities, trails, picnic sites and other public and staff facilities; collects and disposes of refuse. Leads Park Maintenance Assistants, Park Maintenance Worker I's, Maintenance Aides and Senior Maintenance Aides. Assists the Park Maintenance Supervisor with scheduling and execution of maintenance and repair activities as well as the day-to-day operations of the park. Assists the Park Maintenance Supervisor in the operation and maintenance of water and sewer systems and equipment. Leads court referral workers, inmate crews, California Conservation Corps (CCC) crews, and volunteers when working on special projects and day-to-day maintenance activities.</p>
25%	<p><u>ADMINISTRATION</u></p> <p>Prepare purchase documents, vehicle usage reports, vehicle safety inspection reports, and Cal-Card statements. Enters data into the department's MAXIMO program as directed by the Park</p>

	Maintenance Supervisor. Audits seasonal time reports to ensure accurate hours are recorded and the time reports are completed prior to being submitted to the Park Maintenance Supervisor. Participates as a member of the sector's safety team and is responsible to implement safe work practices and identify hazards to staff and the public in addition to deficiencies in the district's safety program.
20%	<u>CREW LEADERSHIP</u> Leads the day-to-day operations of facilities maintenance crews, conservation crews, Cal Fire inmate crews, and volunteers. Works with and instructs Park Maintenance Worker I's, Park Maintenance Assistants, and Maintenance Aides in maintenance, repair, and construction projects throughout the district. Leads staff and volunteers with housekeeping in the day-use areas, visitor center, restroom facilities, trails, and grounds. Assists the Park Maintenance Supervisor with developing work schedules and the order of project priorities, materials and project implementation.
15%	<u>RESOURCES MANAGEMENT/PUBLIC SAFETY</u> Assist the District's Specialists or any other classification working on special projects for erosion control, re-vegetation, brushing, and tree removal as necessary. Assists in resource management projects. Inspects resources and reports any changes in status. Assists in trail maintenance and restoration. Acts as liaison for all Marshall Gold's herbicide spraying. Clears and maintains roads, trails, assist in fire suppression and is responsible for erosion control as directed by the departmental resource guidelines. Assists with district's efforts to maintain and protect archeological sites, collections, endangered species, and other department resources. Reports damage immediately to supervision. Will assist other district staff as directed with securing traffic and public access into an accident area where medical response is needed and assist as requested.
10%	<u>HOUSEKEEPING</u> Act as a lead person and give guidance to Park Maintenance Worker I's, Park Maintenance Assistants, Maintenance Aides, and seasonal employees in routine housekeeping and when necessary, perform housekeeping duties within the sector.
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	
Frequent standing, exposure to extreme weather conditions.	
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