

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT Office of Air Operations / Napa Air Unit		DIVISION Office of Assistant Commissioner, Field			
CIVIL SERVICE CLASSIFICATION TITLE Maintenance Worker		BARGAINING UNIT R12	TENURE Permanent	TIME BASE Intermittent	INTERMITTENT HOURS PER MONTH 92
POSITION NUMBER 388-018-2029-952		CURRENT DATE 6/26/2026			
DESIGNATED POSITION FOR CONFLICT OF INTEREST <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		CONFIDENTIAL DESIGNATION <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY	
APPROVED BY				DATE	

FUNCTION OF POSITION
Under the direction of the Aerial Supervisors and their respective Sector Lieutenant, the Maintenance Worker is responsible for janitorial duties, landscaping duties, and routine maintenance. Maintains overall cleanliness and functionality of the Area facility and grounds for the Napa Air Unit, which operates out of the Napa County Airport.

SUPERVISION RECEIVED
The Maintenance Worker reports directly to and receives the majority of their assignments from the Air Operations Unit Sergeants. However, direction and assignments may also come from the Air Operations Sector Lieutenant.

SUPERVISION EXERCISED
N/A

WORKING CONDITIONS
Indoor and outdoor conditions.

SPECIAL PERSONAL CHARACTERISTICS
Special care to be taken around aircraft and associated equipment.

PERCENTAGE OF TIME PERFORMING DUTIES	Essential Functions
55%	Maintain cleanliness of the facility and exterior property including: vacuuming and steam cleaning rugs and carpets; cleaning, buffing, stripping and waxing floors; emptying waste receptacles, washing windows, dusting and polishing furniture (desks, tables, counter tops, shelves, electronic equipment, and other items which accumulate dust or cobwebs). Clean restrooms and kitchen area, replace paper towels, tissue, and soap. Clean hangar floors, doors, offices and gym area. Remove smudges from doors and walls, and clean exterior of building including the parking lot area, tarmac, and hangars. Organization of supplies.
30%	Landscaping duties including but not limited to managed Area grounds and tarmac: weeding, mowing, light tree trimming, trimming of bushes, and monitoring of irrigation and sprinkler systems. Maintain ornamental plantings.
10%	Maintain security and appearance of departmental vehicles. This includes washing and waxing the exterior; vacuuming and dusting the interior; washing windows inside and out; and vacuuming and washing the trunk.
	Non-Essential Functions
5%	Other job-related duties within the scope of the classification.
TOTAL	100%

DUTY STATEMENT

Maintenance Worker

CHP 129 (Rev. 5-19) OPI 097

388-018-2029-952

The duties of this position are subject to change and may be revised as necessary. I have read and understood the duties listed above and I can perform these duties with or without reasonable accommodation. I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
-----------------------	----------------------	------

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
-------------------------	------------------------	------