STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT	DIVISION			
Baldwin Park Area	Southern			
CIVIL SERVICE CLASSIFICATION TITLE	BARGAINING UNIT	TENURE	TIME BASE	INTERMITTENT HOURS PER MONTH
Maintenance Worker	R12	Permanent	Full-Time	
POSITION NUMBER	CURRENT DATE			
388-525-2029-961	06/09/2026			

DESIGNATED POSITION FOR CONFLICT OF INTEREST	CONFIDENTIAL DESIGNATION	FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY	
☐ YES ☑ NO	☐ YES ☑ NO	APPROVED BY	DATE

FUNCTION OF POSITION

Under the direction of the Administrative Sergeant, the Maintenance Worker is responsible for performing janitorial duties and general grounds maintenance work for the Baldwin Park Area. Operate, make automotive and electrical adjustments and repairs, and keep records on a fleet of motor vehicles. Check motor vehicle maintenance schedule records and delivers motor vehicles to service stations and garage for necessary maintenance and repair; inventory of vehicle parts and supplies; cleans interior and washes motor vehicles.

SUPERVISION RECEIVED

The Maintenance Worker reports directly to and receives the majority of their assignments from the Administrative Sergeant. However, direction and assignments may also come from the management team.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

Willingness to work at night.

PERCENTAGE OF TIME PERFORMING DUTIES	
	Essential Functions
55%	Cleans and waxes floors, vacuums rugs and carpets; cleans, dusts and polishes cabinets and furniture; empties and cleans waste receptacles; cleans hallways, restrooms, office and lobbies; assists in moving and arranging furniture and equipment; refills lavatory supply dispensers; replaces light globes and tubes. Washes windows, waters and maintains ornamental plantings in and around buildings and parking areas; maintains parking areas; cleans sidewalks. Maintains the general grounds and appearance of the facility.
40%	In a larger area office the maintenance worker will assist the Automotive Technician II with automotive maintenance and records. Maintains motor vehicle schedule records. Maintain inventory for vehicle parts/supplies. Transports motor vehicle for necessary maintenance and/or repair. Washes and cleans interior/exterior of patrol vehicles. Services fuel island, replenishes supplies, and ensures nozzles/hoses are free from defects/damage. Maintains inventory and delegation log for automotive parts, tires, tools, batteries, fuel from appropriate vendors as outlined in policy. Stores parts and supplies upon delivery. Disposes junk tires via the bid process.
	Non-Essential Functions
5%	Performs other job duties, within the classification, as assigned.
TOTAL 100%	

DUTY STATEMENT

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