



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field Division	Park Maintenance Worker I	549-741-6767-012
DISTRICT/HQ SECTION	WORKING TITLE	CBID
San Luis Obispo Coast District	Park Maintenance Worker I	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Coastal Sector/1741	San Simeon Visitor Center Maintenance Shop	
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 supervision of the Park Maintenance Supervisor, the incumbent operates and maintains equipment, and performs miscellaneous skilled and semi-skilled work in the maintenance, repair and installation of park facilities, roads, trails, and systems. This includes carpentry, painting, electrical, plumbing, masonry, roofing, and other work in the maintenance, repair, and installation of a wide variety of facilities. Maintains trees, shrubs, grass, and native plants. When necessary, the incumbent will clean campgrounds, picnic sites, and other public facilities. The incumbent will also lead and train maintenance employees and may lead volunteers or inmate crews. Reporting location is the San Simeon Visitor Center Maintenance Yard located at 750 Hearst Castle Rd. San Simeon CA 93452. The work schedule for this position will be Tuesday - Saturday from 7:00 AM -3:30 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	
40%	<u>Facilities, Roads, Trails, and Systems Maintenance, Repair and Installation</u> Repair existing and install new plumbing, electrical, carpentry and masonry components of facilities to meet operational need using applicable tools and equipment as directed by the supervisor. Performs inspection of facilities, systems, and roads. Completes scheduled and unscheduled maintenance of facilities, roads, trails, and systems as directed by supervisor. Estimating, ordering, and procuring material, parts and supplies required to accomplish work.	
30%	<u>Vehicle/Equipment Operation and Maintenance</u> Ensure that all applicable laws, rules, and regulations are complied with during the operation and maintenance of vehicles and equipment. Operate, perform required inspections, and complete scheduled maintenance of equipment and vehicles including, trucks, gators, personnel hoists, sweepers, forklifts, woodchippers, mowers and other miscellaneous equipment. Order parts and supplies required to maintain equipment.	
15%	<u>Lead Person</u>	

	<p>Providing training to workers in work ethics, job specific skills, safety techniques, tool and small equipment use. Lead for seasonal staff, inmate crews, CCC crews and volunteer groups. Reviews work for accuracy, proper work methods, techniques and compliance with applicable specifications and standards. Monitors the progress and reports to supervisor. Completing and submitting MAXIMO reports, inspection reports, expenditure reports and other operation and maintenance reports as required by applicable laws, rules, and regulations. In the short-term absence of the Supervisor, may perform a variety of duties to maintain the work performance of staff following existing policies, processes, and procedures.</p>
10%	<p><u>Housekeeping/ Admin/ Safety</u> Cleans restrooms, picnic areas, parking lots and other public facilities as necessary. Keeps day use and campground areas free of litter and empties trash cans regularly. Clean breaks rooms and maintenance shops. Use computer software programs to complete reports and communicate through email. May be called on during off-duty hours to respond to emergencies to keep park facilities operational. Attend scheduled safety meeting. Maintains safe job practices. Assure proper safety equipment is utilized in the performance of work. Corrects immediately any problem posing a hazard to visitors or co-workers, notifies Supervisor.</p>
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	<p>Performs other job-related duties as necessary for operational continuity. Attend staff meetings and training and prepare administrative paperwork to meet operational needs.</p>
TYPICAL WORKING CONDITIONS	
<p>Work involves moderate exposure to unusual elements such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors and/or loud noises. Some exposure to hazards or physical risks which require following basic safety precautions. Requires use of safety equipment such as hard hats, safety glasses, safety boots, gloves, ear protection and respirator. Outdoor work is common. Typical work activities involve frequent and prolonged periods of standing and walking. Requires heavy physical work; heavy lifting, pushing, or pulling of objects up to 60 pounds. Use hand and power tools applicable to position and necessary to the task.</p>	
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:	
<p>Must possess a valid Class C driver's license.</p>	

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