



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal	Park Maintenance Worker I (PI)	549-742-6767-902
DISTRICT/HQ SECTION	WORKING TITLE	CBID
San Luis Obispo Coast District	Park Maintenance Worker I (PI)	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Facilities Development	Hearst San Simeon SHM	
STATE HOUSING		IMMEDIATE SUPERVISOR
Housing not available		Restoration Supervisor II
SENSITIVE POSITION DESIGNATION (Check if applicable)		
☒ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
This position works under the supervision of the Restoration Supervisor II. The reporting location is the Historic Services hilltop office at Hearst Castle. The incumbent will perform skilled and semi-skilled tasks in connection with the maintenance and restoration of historic structures and adjoining sites. Normal work schedule is Wednesday – Saturday, 6:30 AM – 3:00 PM.		
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	
60%	Facility Maintenance Work with and assist other workers and tradespersons in skilled carpentry, roofing, painting, masonry, electrical, plumbing, and other related construction skills in the completion of maintenance projects throughout the facility. Direct and assist with the work of lesser-skilled personnel to maintain work sites in a clean, safe manner. Housekeeping duties throughout the work location of garbage collection, dusting, mopping, sweeping and general cleaning. Provide oversight to seasonal staff members who carry out the housekeeping duties for the facilities occupied by hilltop staff. Maintenance and cleaning of the two historic swimming pools. Respond to maintenance related emergencies. Become familiar with the Secretary of Interior Standards for Preservation and understand how it applies to maintenance of a historic facility.	
20%	Equipment Maintenance and Safety Assure that all equipment is maintained in a safe and functional condition by cleaning, servicing, repairing, and calibrating as required. Safely operate motor vehicles, various types of utility carts as well as some light equipment. Perform monthly Vehicle Use Reports and monthly vehicle inspections. Order parts and supplies required to maintain equipment. Familiarity with methods and terminology to operate and maintain tools and equipment in a safe manner.	
15%	Administration Keep accurate and legible records and documentation of all work assignments. Assist with input into the computerized program for maintenance projects (C.A.M.P.). Perform monthly Vehicle Use Reports and monthly vehicle inspections. Actively participate in bi-weekly safety meetings. Observe and assist in the work performed by outside crews from local correctional facilities. Observe and assist in the work performed by outside contractors who are working within the historic facility.	

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		
Outdoor work is common. Working conditions may involve exposure to extreme temperatures, dirt, dust, fumes, smoke and/or loud noises. Must purchase and wear a prescribed uniform and adhere to DPR grooming standards.		
TELEWORK DESIGNATION:		
This position is designated as NOT Telework Eligible.		
SPECIAL REQUIREMENTS:		
Possession of a Class C Driver's License is required. May be required to work holidays as needed for operations. Hearst San Simeon SHM is open 7 days a week. This position may work up to 1500 hours in any calendar year.		
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