



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Park Maintenance Worker I	549-655-6767-006
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Bay Area District	Park Maintenance Worker I	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Bay Area District	Samuel P Taylor State Park (SP)	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☒ Housing may be required ☐ Housing is not available		Park Maintenance Supervisor
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☒ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
Under the supervision of the Park Maintenance Supervisor, the Park Maintenance Worker I performs semi-skilled construction and facility maintenance repairs to construct, modify, and maintain park facilities in a clean, safe, attractive, functional, and efficiently operating condition. This position may act as a trainer and lead person to Park Maintenance Assistants, Seasonal Maintenance classifications, and volunteers. Due to staffing levels, this position will act as support for other park maintenance operations throughout the Bay Area District. The reporting location for this position is the Samuel P. Taylor Maintenance Shop located at 8889 Sir Francis Drake, Lagunitas, CA. The incumbent's work schedule will be Sunday-Wednesday, 7:00am-5:30pm.		
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%	Facility Maintenance: Utilize skills in carpentry, electrical, masonry, plumbing, welding, mechanical, painting, roofing, and other construction craft related skills. Constructs, modifies, and maintains park facilities to Departmental standards. Paint buildings and structures. Assists with repairing broken water and sewer lines and clearing stoppages in sewer lines. Repair or replace broken or malfunctioning plumbing fixtures, doors, gates, windows, screens, fences, culverts, campsite furnishings, and electrical systems and components. Build hardware and accessories, security systems, leaking roof and rain gutters, pumps, signs and exhibits. Repairs and constructs trails, retaining walls, benches, storage bins, fire rings, barbeques, interpretive display panels, exhibit cases, foundations and other structures. Lays brick, stone, rock, cement, and adobe block. Operates tools and shop equipment such as drill presses, planers, chain saws, circular saws, band saws, jig saws, radial arm saws, generators, pumps, plumbing snakes, pneumatic tools, jointers, and other equipment. Operates small equipment and tows trailers. Recognizes and immediately reports and/or corrects, within capabilities, any potential safety hazards to supervisor.	
20%	Housekeeping: Performs routine clean-up of worksite areas. Stores materials, tools, and supplies in a neat safe fashion, necessary to keep the shop and work site organized, litter-free and uncluttered to create a safe working environment. Empties refuse containers. Cleans restrooms, park grounds, picnic sites, and other public facilities. Collects and disposes of trash and debris.	

15%	Resource Protection: Mows grass and removes unwanted vegetation when required. Removes downed limbs, trees, and other debris from public use areas, roads, trails, park residential, and service areas. Clears drainage control ditches and culverts. Falls diseased, unsafe, or infected trees. Organizes and reports to supervisor any potential problems involving trespass, erosion, fire, or any condition detrimental to the resources. Comply with all regulations as set forth by California Environmental Quality Act (CEQA), and other resource protection codes to ensure that when undertaking a project, protection of the resources is a primary consideration.
10%	Administration: Attends and participates in area and District staff meetings. Attends mandatory training classes in carpentry, electrical, plumbing, and other maintenance related courses. Inventories supplies and materials when requested and upon approval of supervisor, procures these items using the proper procurement documents within their regulations, guidelines and limitations. Maintains Maximo Program, vehicle and equipment logs daily and accurately.
10%	Equipment Maintenance: Performs minor and semiskilled repairs and preventative maintenance on mowers, tractors, trailers, sprayers, pumps, vehicles, fire pumps, shop equipment, and tools to keep them in a clean, safe, efficient and proper operating condition. Change oil, spark plugs, air filters, wiper blades, belts, fuses, hoses, broken lenses, lights, worn tires and other broken or malfunctioning components. Replace frayed or worn electrical cords, cutter blades, dull saw blades, vehicle batteries and electrical connectors; these tasks are accomplished by using hammers, screwdrivers, files, a variety of wrenches, pliers, testing equipment, cutters, voltage meters, vises and grinders. Washes and cleans interiors and exteriors of vehicles and equipment. Safety inspects all vehicles, equipment and tools, before use and immediately repairs (within employee's capabilities) potential safety hazards. Reports all safety hazards to supervisor immediately. Operates only equipment that the employee has been trained and checked out on.
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	
Prolonged standing, bending, and sitting; working inside and outside in varying climates and temperatures; transport equipment and materials. Frequent walking on even and uneven surfaces; works from elevated surfaces such as from ladders and scaffolding. May require heavy physical work including lifting, pushing or pulling equipment and material. May be required to work in confined spaces.	
TELEWORK DESIGNATION	
This position is designated as: (Check one)	
☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ 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