



State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field	Park Maintenance Worker I	549-912-6767-006
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Channel Coast District	PMW I	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Santa Barbara Sector	El Capitan State Beach	
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 direction of the Park Maintenance Supervisor, the Park Maintenance Worker I will perform skilled and semiskilled structural and facility maintenance and repair work throughout the Sector on a wide variety of park facilities, including buildings, systems, grounds, roads, and trails; estimates and purchases materials and supplies; keeps tools and equipment in good condition; keeps records and prepares reports as required. The incumbent may lead and train a crew of maintenance employees. The work schedule for this position is Sunday through Thursday, 7:00 AM to 3:30 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	
40%	Facility Maintenance Performs carpentry, painting, electrical, plumbing, masonry, roofing and other work in the maintenance, repair, and construction of a wide variety of park facilities, utility systems, roads, trails, and other miscellaneous facilities. Ensures all repairs and tasks performed with due regard to safety and sensitivity to the resource and meet applicable Federal, State and County codes. Maintains trees, shrubs, lawns, flowers, and native vegetation; when necessary, clean campgrounds, picnic sites and other public facilities, and collect and dispose of refuse. Performs daily inspections and maintenance of water treatment systems and conducts water quality testing to ensure compliance with applicable county, state, and federal regulations and clean water standards as needed. Acts as a lead worker and may train less skilled employees or agency work crews in projects and minor repairs. Coordinates with district Natural Resources staff to identify and safely remove hazardous trees. Document all work performed, keeping accurate drawings and records of time and materials used.	
20%	Resource Management Proactive in preserving the natural and cultural resources of the State of California in all assignments and projects. Works cooperatively with District specialists and is mindful of resource preservation in all maintenance activities. Collaborates with personnel in other classifications to achieve district resource management goals and responds promptly to threats of fire, erosion, trespass, and encroachment to protect park resources, facilities, and public safety. Promotes environmental consciousness and encourages recycling.	

15%	Housekeeping Maintains the highest standards of cleanliness in all park facilities. Ensure the cleanliness, organization, and serviceability of historic buildings, public use areas, toilets, shops, sweep and maintain roads, service, and employee areas by performing and/or directing litter pick up, vehicle washing, refuse collection/disposal and cleaning activities.
10%	Equipment Operation & Maintenance Inspects, operates, and maintains equipment used in the performance of maintenance activities. Operates power tools, light trucks, utility vehicles, and various maintenance vehicles and equipment including, but not limited to power tools, chain saws, portable pumps, post hole diggers, sewer augers and generators in the performance of assigned duties. Maintains tools, equipment, and work areas in a safe, clean, and efficient condition. Maintains all State-owned or operated equipment in accordance with manufacturer's recommendations. Performs minor vehicle repairs, daily and monthly inspections, schedule repairs, and maintains records during the periods of use.
10%	Administration Coordinates with the Supervisor in filling out required Project Evaluation Forms and obtains project approval prior to beginning any construction project. Completes and submits all required water treatment reports/logs accurately. Completes and submits purchase and administrative documentation, including Purchase Orders, P-Card transactions, Service Agreements, vehicle logs, vehicle safety checklists, and timesheets accurately in accordance deadlines. Completes and submits monthly work orders accurately as required. Participates in mandated safety meetings. Ensure proper use and storage of cleaning supplies and chemicals. Completes attendance reports, facility and equipment reports, condition assessments and other paperwork as necessary. Provides all information in support of the MAXIMO program. Participates in applicable training and meetings as required.
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	
Typical work activities involve frequent periods of bending, stooping, and lifting. Perform indoor and outdoor work often in inclement weather. May have extensive exposure to dirt, dust, fumes, unpleasant odors and/or loud noises. May work in remote locations. May require heavy physical work including lifting, pushing, or pulling. Stand for long periods of time, (in excess of 2 hours) to perform the duties associated with the job.	
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