



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Park Maintenance Worker II	549-637-6768-003
DISTRICT/HQ SECTION	WORKING TITLE	CBID
North Coast Redwoods	Worker II	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Redwood Coast	Sue-meg State Park	
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 II performs skilled and semiskilled structural, systems, grounds, utility, and facility maintenance throughout the Sector on a wide variety of park facilities, roads, trails, campgrounds, water systems, and public use areas. The incumbent independently performs maintenance and repair work; estimates and purchases materials and supplies; maintains tools and equipment; prepares records and reports; and coordinates, leads, and trains seasonal employees, volunteers, CalFire or CDCR inmate/CCC crews, and less experienced maintenance staff. Reporting location address: 4150 Patrick's Point Drive, Trinidad, 95570. Work schedule will be Tuesday through Saturday 8:00 AM to 4:30 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 Coordinate, direct, and perform skilled and semiskilled carpentry, painting, electrical, plumbing, masonry, roofing, welding, trail, road, campground, and general facility maintenance and repair work throughout the Sector. Independently plan, prioritize, and complete maintenance projects involving park facilities, utility systems, roads, trails, bridges, campgrounds, historic structures, employee housing, and public use areas. Maintain and repair electrical, propane, irrigation, in accordance with applicable regulations and operational standards. If required, perform routine inspections of park water systems, collect required water samples, record meter readings, monitor equipment operation, and complete daily operational logs in accordance with established procedures. Notify the supervisor or certified operator of any deficiencies requiring corrective action. Ensure all repairs and construction activities are completed safely, efficiently, and with sensitivity to natural and cultural resources while meeting applicable Federal, State, and local codes. Perform grounds maintenance including hazardous tree assessment and removal coordination, vegetation management, erosion control, drainage maintenance, litter abatement, restroom and public facility upkeep, and protection of park resources. Perform inspections, preventative maintenance, and repairs to facilities and infrastructure; document completed work and maintain accurate records of labor, materials, inspections, and project activities. Assist with	

	emergency response activities including storm damage repair, flood response, fire suppression support, and public safety hazards as needed.
25%	Equipment Operation and Maintenance Inspect, operate, maintain, and perform preventative maintenance on equipment and vehicles used in maintenance operations. Operate light and heavy equipment including trucks, trailers, utility vehicles, tractors, mowers, chain saws, generators, pumps, portable power tools, sewer augers, and other specialized maintenance equipment. Maintain tools, equipment, shops, and work areas in a safe, clean, and serviceable condition. Perform daily, monthly, and seasonal inspections of vehicles and equipment; identify maintenance needs; schedule repairs; and maintain required operational and safety records. Ensure all State-owned or operated equipment is maintained in accordance with manufacturer recommendations and Department safety standards.
15%	Lead Worker / Crew Coordination Provide lead direction and day-to-day coordination for permanent maintenance staff, seasonal employees, volunteers, CalFire or CDCR inmate crew, CCC crews, contractors, and outside service providers. Assign, prioritize, and monitor work activities to ensure projects are completed safely, efficiently, and in accordance with operational priorities. Assist with training staff in proper maintenance techniques, equipment operation, safety procedures, and resource protection practices. Prepare and conduct tailgate and safety meetings and promote safe working habits and accountability among staff and volunteers. Coordinate maintenance activities with Visitor Services staff, Natural Resources staff, contractors, and other District personnel to support park operations, special projects, and emergency response activities. Assist supervisors with interviewing, mentoring, evaluating, and developing seasonal staff and work crews.
10%	Administration Accurately complete and maintain required reports, work orders, inspection logs, water treatment records, purchase documents, vehicle logs, safety checklists, timesheets, and other administrative documentation in accordance with Department policies and deadlines. Assist with project planning, procurement of materials and supplies, inventory tracking, contractor coordination, and documentation of maintenance activities. Participate in required trainings, staff meetings, safety meetings, and operational planning activities. Utilize Department systems including MAXIMO and other applicable reporting programs to document work activities, track maintenance needs, and support operational continuity. Ensure proper use, handling, storage, and disposal of chemicals, fuels, cleaning supplies, and hazardous materials
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	Resource Management Assist with the protection and preservation of the natural and cultural resources of the State of California. Work cooperatively with District resource staff to support hazardous tree mitigation, erosion control, invasive species management, habitat protection, fire prevention, drainage maintenance, and environmental compliance activities. Monitor park conditions and report threats to public safety, natural resources, and park infrastructure including erosion, trespass, encroachment, vandalism, fire hazards, and storm damage. Ensure maintenance activities are conducted with sensitivity to environmental, historical, and cultural resource protection requirements.
5%	Perform other job-related duties as assigned to support operational continuity, housekeeping, emergency response, special events, disaster recovery efforts, and seasonal workload demands. Attend trainings, meetings, and other assignments necessary to support District operations and Department objectives.

TYPICAL WORKING CONDITIONS		
Typical work activities involve frequent periods of bending, stooping, kneeling, climbing, lifting, carrying, pushing, and pulling heavy objects and equipment. The incumbent performs indoor and outdoor work in a wide variety of weather conditions including rain, heat, cold, wind, and high humidity. Work may occur on uneven terrain, steep slopes, remote locations, around heavy equipment, and near roadways, waterways, trees, and construction zones. The position may involve exposure to dirt, dust, fumes, smoke, chemicals, poison oak, insects, loud noises, hazardous materials, and unpleasant odors. The incumbent may be required to work weekends, holidays, overtime, emergency call-outs, and irregular shifts in support of park operations.		
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. Ability to perform heavy physical labor including lifting, carrying, pushing, and pulling heavy materials and equipment. Ability to read, write, and communicate effectively in English. Must wear appropriate personal protective equipment as 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