

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT Ventura Area 765		DIVISION Coastal		
CIVIL SERVICE CLASSIFICATION TITLE Maintenance Worker	BARGAINING UNIT R12	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-765-2029-956		CURRENT DATE 12/01/2023		
DESIGNATED POSITION FOR CONFLICT OF INTEREST ☐ YES ☒ NO	CONFIDENTIAL DESIGNATION ☐ YES ☒ NO	FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY		
		APPROVED BY		DATE

FUNCTION OF POSITION

Under the direction of the Administrative Sergeant, the Maintenance Worker is responsible for maintenance of the office building and grounds, general janitorial duties, and assist Automotive Technician in maintaining the vehicle fleet for the Ventura Area.

SUPERVISION RECEIVED

The Maintenance Worker reports directly to and receives the majority of their assignments from the Administrative Sergeant. However, direction and assignments may also come from the Executive Administrative Lieutenant.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

Strong work ethic, dependable, positive attitude, self-motivated and team-oriented.

PERCENTAGE OF TIME PERFORMING DUTIES

Essential Functions

- | | |
|-----|--|
| 50% | Performs general grounds maintenance duties including weeding, mowing, pruning, trimming, watering, planting and maintaining ornamental plantings; maintains the parking lot and keeps parking lot free of debris and sweeps sidewalks. Ensures the facility and surrounding grounds are kept neat, clean, and in good repair to reflect favorably upon the Department. |
| 30% | Assists the Area Automotive Technician II, on a limited basis; inspect, remove, rotate, mount, and balance tires. Inventory and stack tires in shelves. Assist with transportation of vehicles to dealerships and/or repair facilities. Clean interior and exterior of motor vehicles. |
| 10% | Assists with janitorial tasks such as maintaining overall cleanliness of the Area facility including mopping/waxing and buffing floors, sweeping, vacuuming/shampooing carpets; emptying and cleaning waste receptacles (including shredders); washing windows and doors (inside and outside); cleans window sills/blinds; cleaning/dusting/polishing furniture, woodwork and equipment (table, counter tops, shelves, electronic equipment, and any other items which accumulate dust). Daily cleaning of all restrooms (toilets, urinals, shower, floors, walls, stalls, sinks, dispensers and fixtures) and re-supplying of all paper products and soap. Remove all cobwebs, smudges/marks from floors, doors, walls, and glass. Cleans break room including appliances (inside and out), tables, cabinets, counter top, sink, including refrigerator. Operates scrubbers, buffers, vacuum and other equipment. Perform routine and preventative maintenance which includes changing filters and replacing light bulbs. Maintain a supply of all items and materials needed to perform the duties of this position. Assists in moving and arranging furniture and equipment as required. Perform shredding of confidential documents. Cleans exterior of all buildings on the property, including walkways. |
| | <u>Non-Essential Functions</u> |
| 5% | Assists with maintaining regular stock of janitorial and landscaping supplies to ensure a clean and safe working environment. |

CHP 129 (Rev. 5-19) OPI 097

The duties of this position are subject to change and may be revised as necessary. I have read and understood the duties listed above and I can perform these duties with or without reasonable accommodation. I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
-------------------------	------------------------	------