



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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Facilities and Development Division	Park Maintenance Worker II	549-802-6768-401
DISTRICT/HQ SECTION	WORKING TITLE	CBID
District Facilities Management	Park Maintenance Worker II	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Statewide Crews/Cannabis Crew South	McClellan CA	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Park Maintenance Chief I
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 Park Maintenance Chief I, the Park Maintenance Worker II works as a lead person and performs skilled and semi-skilled work to maintain and improve land structures and facilities. However, this position is required to work at other locations throughout the state as assigned based on operational needs. The primary reporting location for this position is the Statewide Crews office, 4940 Lang Ave, McClellan CA. The incumbents work schedule will be 7:00 AM to 5:30 PM each workday, Wednesday to Wednesday.		
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 As lead, the PMWII performs skilled/semiskilled work in carpentry, masonry, outdoor surface grading, brush and vegetation management, and other building trade skills as necessary to maintain, repair, and construct a variety of facilities originally designed and constructed to accessible standards located throughout the State. Maintain, install, and repair signs, picnic and campground furniture, cooking grills, campground fireplaces and fences. Conduct Annual Facilities Condition Assessments as directed, maintain records, and prepare materials lists for budget purchasing requirements. Assure that quality and quantity standards are met, safe job practices are followed, and tools, equipment, and materials are properly maintained. Inspects work of others for compliance with safety standards.	
20%	Lead Person Responsibility Provide daily operational direction and assignment of seasonal employees. Plan, assign and review work. Responsible for scheduling work assignments to ensure that the Statewide Crew deadlines are met. Ensures the maintenance schedule is followed. Provide leadership by counseling, assisting in performance appraisal and evaluation, planning and scheduling of work assignments, follow –up, review and inspection of complete work or work in progress. Assist in conducting informal employee training activities; assist in recruitment of seasonal employees and make recommendations for hiring and separation of seasonal employees. Train and instruct maintenance crews in proper and safe use of tools and equipment.	

20%	Administrative Prepare and maintain records and reports. Assist in preparation of budget requests and purchasing documents. Conduct inventory, ordering and purchasing of necessary supplies. Complete time sheets, various monthly logbooks, and other job-related forms. Participate in staff meetings, attend seminars, classes and meetings as required to complete job assignments in an effective manner. Read and stay current with departmental and district policy, rules, regulations and procedures. Monitor expenditures and modify activities to ensure projects are not overspent.	
10%	Equipment Maintenance Ensure a high standard of cleanliness of all buildings, refuse disposal, litter cleanup of work sites and all related areas.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Facility Housekeeping Work with crew in cleaning campground facilities and disposing of refuse and debris; refuse disposal, litter cleanup and all related facilities. Assist with defensible space, protection and clearing of landscapes for structure protection during fires.	
5%	Other job-related duties as necessary for operational continuity.	
TYPICAL WORKING CONDITIONS		
This position requires extensive travel and long-term project coordination at any State Park. This position is required to work nights, weekends, and off hours and overtime in accomplishment of assigned tasks. This position will spike camp at worksites throughout the state. Remote work locations, 8- or 10-day work assignments, overnight travel and spike camps are expected.		
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. A Basic 32 Wildland Firefighting certificate or equivalent is desirable. Please provide proof of eligibility with application.		
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