



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)	
Central Division	Park Maintenance Worker I	549-670-6767-006	
DISTRICT/HQ SECTION	WORKING TITLE	CBID	
Capital District	Park Maintenance Worker I	R12	
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT	
Facilities Development	Old Sacramento State Historic Park		
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR	
☐ Housing is required ☐ Housing may be required		Park Maintenance Supervisor	
☒ Housing is not available			
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 (PMWI) will provide maintenance services to the California Indian Heritage Center (CIHC) and district wide as needed. The PMWI 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; estimate and purchase materials and supplies; keep tools and equipment in good condition; keep records and prepare reports as required; and at times train a crew of maintenance employees. The reporting location will be 111 I Street, Sacramento. The work week for this position is Sunday through Thursday, 7:00 AM to 3:30. The PMW I may work occasional weekend or evening hours and will report to other locations throughout the district as needed.			
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%	<u>FACILITY MAINTENANCE</u> Perform 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. Ensure all repairs and tasks are performed with due regard to safety and sensitivity to the resource and meet applicable Federal, State, and County codes. Maintain trees, shrubs, lawns, flowers, and native vegetation; when necessary, clean other public facilities, and collect and dispose of refuse. Act as a lead worker and may train less skilled employees or agency work crews in projects and minor repairs. Work 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%	<u>RESOURCE MANAGEMENT</u> Be proactive in preserving the natural and cultural resources of the State of California in all assignments and projects. Work cooperatively with District specialists and be mindful of resource preservation in all maintenance activities. Work cooperatively with personnel in other classifications to meet the district's resource management goals and respond immediately to threats of fire, erosion, trespass, or encroachment. Seek opportunities to promote environmental consciousness and encourage recycling.		
25%	<u>EQUIPMENT OPERATION, MAINTENANCE AND HOUSEKEEPING</u>		

	Inspect, operate, and maintain equipment used in the performance of maintenance activities. Operate power tools, light trucks, utility vehicles, and various maintenance vehicles and equipment including, but not limited to, power tools, chainsaws, portable pumps, post hole-diggers, sewer augers, and generators in the performance of assigned duties. Maintain tools, equipment, and work areas in a safe, clean, and efficient condition. Maintain all State-owned or operated equipment in accordance with the manufacturer's recommendations. Perform minor vehicle repairs, daily and monthly inspections, schedule repairs, and maintain records during the periods of use. Maintain the highest standards of cleanliness in all park facilities. Ensure the cleanliness, organization, and serviceability of historic buildings, public use areas, toilets, and shops, sweep and maintain roads, and service and employee areas by performing and/or directing litter pick up, vehicle washing, refuse collection/disposal, and cleaning activities.
10%	<u>ADMINISTRATION</u> Work with the Supervisor in filling out required Project Evaluation Forms and wait for project approval before beginning any construction project. Accurately complete and submit all required water treatment reports/logs. Correctly complete all required purchase documents (including Purchase Orders, P-Card, and Service Agreements), vehicle logs, vehicle safety checklists, and timesheets and submit them by the required deadlines. Complete and submit monthly work orders as required. Participate in mandated safety meetings. Ensure proper use and storage of cleaning supplies and chemicals. Complete attendance reports, facility and equipment reports, condition assessments, and other paperwork as necessary. Provide all information in support of the MAXIMO program. Participate 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, 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 Class "C" California driver's license is required. Occasional travel may be 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