

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT San Francisco Area		DIVISION Golden Gate Division		
CIVIL SERVICE CLASSIFICATION TITLE Maintenance Worker		BARGAINING UNIT R12	TENURE Permanent	TIME BASE Full-Time
POSITION NUMBER 388-335-2029-XXX		CURRENT DATE 02/01/2021		
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 Sergeant, the Maintenance Worker is responsible for maintaining the sanitation and cleanliness of the kitchen and rest rooms, cleaning ducts, fixtures, walls and windows in the office, cleanliness of the parking area, fuel bay and sidewalks, and provide assistant to the Automotive Technician II for the San Francisco Area.

SUPERVISION RECEIVED

The Maintenance Worker reports directly to and receives the majority of their assignments from the Sergeant. However, direction and assignments may also come from the Lieutenants and/or Captain.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

Willingness to work at night.

PERCENTAGE OF TIME PERFORMING DUTIES

Essential Functions

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| 40% | Maintain overall cleanliness of the Area facility including mopping/waxing floors, vacuuming/shampooing carpets; emptying and cleaning waste receptacles (including shredders); washing windows and doors (inside and outside); cleans window sills; cleans blinds; cleaning/dusting/polishing furniture, woodwork and equipment (table, counter tops, shelves, electronic equipment, and any other items which accumulate dust). Conduct daily cleaning of all restrooms (toilets, urinals, floors, walls, stalls, sinks dispensers and fixtures) and resupplying of all paper products and soap. Remove smudges/marks from all floors, doors, walls, and glass. Cleans break room including appliances (inside and out), tables, cabinets, counter top, sink, common items including refrigerator. |
| 20% | Perform routine and preventative maintenance which includes changing filters, replacing ballasts and fluorescent bulbs, and moving furniture as needed. Maintaining a supply and ordering of all items and materials needed to perform the duties of this position, including requisitioning, inventorying and securing cleaning supplies. |
| 20% | Assist the Automotive Technician II. Diagnose minor mechanical problems; checks motor vehicle maintenance schedule records and delivers motor vehicles to service stations and garages for necessary maintenance and repair; reviews repair invoices for completion of job order and correct total charges; keeps records of vehicle repair and maintenance; requisitions and maintains inventories of automotive supplies; makes automotive adjustments and repairs as necessary; cleans interior of vehicles; washes and waxes motor vehicles; inspect; remove; rotate' mount; balance tires, inventory and stack tires on shelves. |
| 15% | Cleans exterior of all buildings on the property, including the parking lot area, sidewalks, fuel bays and parking garage. Perform minor tree trimming, water and maintaining ornamental plantings in and around the building and parking area. |

Non-Essential Functions

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5%	Other job-related duties within the scope of the classification.
TOTAL	100%

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.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
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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
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