

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT Santa Barbara Area		DIVISION Costal Division		
CIVIL SERVICE CLASSIFICATION TITLE Maintenance Worker		BARGAINING UNIT R12	TENURE Permanent	TIME BASE Full-Time
POSITION NUMBER 388-760-2029-XXX		CURRENT DATE 07/01/2025		
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 Area Lieutenant, the Maintenance Worker is responsible for maintenance work and janitorial duties for the Santa Barbara Area. Janitorial duties include keeping assigned offices, the building, and the grounds clean and orderly to maintain a safe and presentable condition. Watering and trimming plants and making minor repairs in and around the Area office. Assisting the automotive technician as necessary to keep the motor vehicle fleet operating, clean, and presentable at all times.

SUPERVISION RECEIVED

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

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

PERCENTAGE OF TIME PERFORMING DUTIES

Essential Functions

45%

Clean the interior of the building. Empty and clean all waste receptacles, wash windows and doors. Clean and dust window sills, blinds, furniture, equipment, shelves, and electronic equipment. Conduct daily cleaning of restrooms and resupply all paper products, hand soap, and maintain all janitorial supplies. Clean/maintain the drinking water receptacle area, and replenish drinking cups as necessary. Clean break room. Wash walls as needed. Vacuum carpet, mop/strip, clean and wax floors. Dust floors and hallways with dry push mop. Clean and disinfect sinks, urinals, faucets, and toilet bowls. Clean and polish metal parts of faucets, and door knobs. Mop restroom floors with disinfectant cleaner to ensure the sanitary condition of the facility. Empty paper shredder bins as needed.

Perform minor routine preventative maintenance. This includes minor repairs, changing filters, replacing light ballasts and fluorescent bulbs, assists in moving furniture and supplies, maintaining ornamental plants and irrigation equipment. Review all facility repair invoices/bids for building repairs.

40%

Clean exterior of building, including the front and back parking lot areas, sidewalks, auto bays, and fuel island. Water and maintain plants in and around the building and parking lots. Perform minor repairs and services as needed on the facility. Inspect the facility and grounds for damage and items requiring maintenance. Maintain the cleanliness of the grounds. Remove debris from the parking lot and garbage bin area. Water and trim plants as appropriate. Make minor repairs to office furniture and equipment.

10%

Assist the Area Automotive Technician, on a limited basis, Clean departmental vehicles and assist the Automotive Technician in shuttling vehicles to and from service centers for routine maintenance and repairs. Assist the Automotive Technician as necessary to keep the motor vehicle fleet operating, clean and presentable at all times. Assistance to the Automotive Technician will be secondary to daily facility maintenance.

Non-Essential Functions

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

5%	Perform 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

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