



## DUTY STATEMENT

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| <b>DIVISION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>CLASSIFICATION</b>                                                                                                                                                                                                                                                                                                                               | <b>POSITION NUMBER<br/>(Agency-Unit-Class-Serial)</b> |
| Facilities and Development Division                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Laborer (PI)                                                                                                                                                                                                                                                                                                                                        | 549-802-6223-902                                      |
| <b>DISTRICT/HQ SECTION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>WORKING TITLE</b>                                                                                                                                                                                                                                                                                                                                | <b>CBID</b>                                           |
| District Facilities Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Laborer (PI)                                                                                                                                                                                                                                                                                                                                        | R12                                                   |
| <b>SECTOR/HQ UNIT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>REPORTING LOCATION</b>                                                                                                                                                                                                                                                                                                                           | <b>INCUMBENT</b>                                      |
| ACU Crew / ADA North                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | McClellan                                                                                                                                                                                                                                                                                                                                           |                                                       |
| <b>STATE HOUSING: (Check one)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                     | <b>IMMEDIATE SUPERVISOR</b>                           |
| <input type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required<br><input checked="" type="checkbox"/> Housing is not available                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                     | Park Maintenance Chief III                            |
| <b>SENSITIVE POSITION DESIGNATION: (Check if applicable)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                     |                                                       |
| <input type="checkbox"/> Sensitive Position as designated by the Department per <a href="#">California Code of Regulation (CCR) 599.961</a>                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                     |                                                       |
| <b>POSITION DESCRIPTION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                     |                                                       |
| Under supervision of the Park Maintenance Chief III, in a construction crew environment, the Laborer performs unskilled manual labor; and other related work. in maintenance and work on facility modifications in State Parks. The reporting location for the position will be 4940 Lang Ave Bay G McClellan, CA 95652. February thru November, the incumbent's work schedule will be Monday through Thursday from 6:00am to 4:30pm. During the months of December and January, the incumbent's schedule will be Monday through Friday from 7:00am to 3:30pm. |                                                                                                                                                                                                                                                                                                                                                     |                                                       |
| <b>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.</b>                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                     |                                                       |
| <b>ESSENTIAL FUNCTIONS:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                     |                                                       |
| <b>%</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>TASK/DUTIES</b>                                                                                                                                                                                                                                                                                                                                  |                                                       |
| 30%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Assist with site layout, digging trenches, carrying and stacking materials, modifying utility systems, repairing road surfaces, striping parking areas, painting, roofing repair, repairing grass turf areas, building trails, installing park type furniture and signs, installing drinking fountains and water stations. Performing site cleanup. |                                                       |
| 30%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Assists with concrete forming and placement of concrete, digging, minor grading and leveling, cleanup of tools and site.                                                                                                                                                                                                                            |                                                       |
| 25%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Assist with placement and replacement of shade structures, assembly and repair of tabletops, benches, cabinets, and office counters. Assist with repair and expansion of buildings including restrooms, entry kiosks and storerooms. Drive vehicles from job site to job site. Clean up of tools, site, vehicles, trailers and equipment.           |                                                       |
| 10%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Participate in onsite training for Accessibility Requirements and safety programs. Train in the use of timesheets, State Vehicle Inspections forms. Assist with material and equipment inventory.                                                                                                                                                   |                                                       |
| <b>MARGINAL FUNCTIONS:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                     |                                                       |
| <b>%</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>TASK/DUTIES</b>                                                                                                                                                                                                                                                                                                                                  |                                                       |
| 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.                                                                                                                                                                  |                                                       |
| <b>TYPICAL WORKING CONDITIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                     |                                                       |
| In an outdoor park location or a warehouse setting. The incumbent travels with his/her crew primarily to parks in the Northern part of the state.                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                     |                                                       |
| <b>TELEWORK DESIGNATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                     |                                                       |

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| <b>This position is designated as: (Check one)</b>                                                                                                                                                                                                                                                                                                                                                                                                                    |                             |             |
| <input type="checkbox"/> Telework Eligible – Office Centered <input type="checkbox"/> Telework Eligible – Remote Centered <input checked="" type="checkbox"/> Not Telework Eligible                                                                                                                                                                                                                                                                                   |                             |             |
| <b>SPECIAL REQUIREMENTS:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                          |                             |             |
| Possession of a valid class C driver's license is 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. |                             |             |
| <b>SUPERVISOR STATEMENT:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                          |                             |             |
| 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.                                                                                                                                                                                                                            |                             |             |
| <b>SUPERVISOR NAME (PRINT OR TYPE)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>SUPERVISOR SIGNATURE</b> | <b>DATE</b> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                             |             |
| <b>EMPLOYEE STATEMENT:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                            |                             |             |
| 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.                                                                                                                                                                                                                                |                             |             |
| <b>EMPLOYEE NAME (PRINT OR TYPE)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>EMPLOYEE SIGNATURE</b>   | <b>DATE</b> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                             |             |