



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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Park Maintenance Worker I	549-657-6767-008
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Sonoma Mendocino Coast	Park Maintenance Worker I	R 12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Russian River	Salt Point State Park	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☒ Housing is required ☐ Housing may be required ☐ Housing is not available		Park Maintenance Supervisor
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 and reporting to Salt Point State Park at 25050 Highway 1, Jenner, CA 95450, the Park Maintenance Worker I 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; estimates and purchases materials and supplies; keeps tools and equipment in good condition; keeps records and prepares reports as required. The incumbent may lead and train a crew of maintenance employees. The schedule for this position is 7:00 AM to 3:30 PM, Monday through Friday.		
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 Perform carpentry, printing, 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 resources and meet applicable Federal, State, and County codes. Maintain trees, shrubs, lawns, flowers, and native vegetation; when necessary, clean campgrounds, picnic sites and 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. Collaborates 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%	RESOURCE MANAGEMENT Protects and preserves the natural and cultural resources of the State of California while performing assigned duties and projects. Works cooperatively with District specialists and other personnel to support resource preservation and District resource management goals. Protects natural and cultural resources during maintenance activities and responds to threats such as fire, erosion, trespass, and encroachment. Supports environmentally responsible practices, including recycling and waste reduction.	
20%	EQUIPMENT OPERATION & MAINTENANCE 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, chain saws, 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.
10%	ADMINISTRATION Assists the Park Maintenance Supervisor with completing required Project Evaluation Forms and performs construction activities only after required project approval has been obtained. Completes and submits required water treatment reports and logs. Prepares required purchasing documents, including Purchase Orders, State Credit Card purchases, and Service Agreements. Completes vehicle logs, vehicle safety checklists, and timesheets, and submits required documentation within established deadlines. Completes 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. Provides information and documentation necessary to support the computerized maintenance management system (MAXIMO) and enters applicable information into the system as needed. Participate in applicable training and meetings as required.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	HOUSEKEEPING Maintain the highest standards of cleanliness on all park facilities. Ensure the cleanliness, organization, and serviceability of historic buildings, public use areas, toilets, shops, sweep and maintain roads, service and employee areas by performing and/or directing litter pick up, vehicle washing, refuse collection/disposal, and cleaning activities.
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	
Work activities involve frequent periods of bending, stooping, and lifting. Performs indoor and outdoor work often in inclement weather. May have extensive exposure to dirt, dust, fumes, unpleasant odors, and/or loud noises. May work in remote locations	
TELEWORK DESIGNATION	
This position is designated as: (Check one)	
☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible	
SPECIAL REQUIREMENTS:	
May require heavy physical work including lifting, pushing, and pulling. Must read, write, and understand English. 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.

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