

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT El Cajon Area		DIVISION Border Division			
CIVIL SERVICE CLASSIFICATION TITLE Maintenance Worker		BARGAINING UNIT R12	TENURE Permanent	TIME BASE Intermittent	INTERMITTENT HOURS PER MONTH 45
POSITION NUMBER 388-680-2029-952		CURRENT DATE 07/23/2020			
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 Administrative Sergeant, the Maintenance Worker is responsible for maintaining the grounds, parking areas, buildings, and Area supplies, and assisting the Area Automotive Technicians on a limited basis for the El Cajon Area.

SUPERVISION RECEIVED

The Maintenance Worker reports directly to and receives the majority of their assignments from the Administrative Sergeant.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

Willingness to work at night.

PERCENTAGE OF TIME PERFORMING DUTIES	
	<u>Essential Functions</u>
70%	Maintenance of Area Grounds. Maintains Area landscaping (i.e., lawn, flower beds, plants, ground covers, shrubs, and trees) through mowing, trimming, fertilizing, pruning, watering and weed removal, and repair of broken sprinklers, valves, and other irrigation systems. Cleans, vacuums, and maintains parking lots and exterior walkways. Cleans and maintains fence lines. Cleans exterior traps and catch basins. Empties outdoor trash cans.
20%	Cleans roof gutters, drains. Washes windows in all buildings as required. Replaces burned out interior office light bulbs and checks and cleans interior office light lens covers and fixtures. Unloads, stores, and maintains Area supplies and equipment. Distributes and moves copy paper, and other supplies, furniture, and equipment as needed. Assists custodian with general janitorial duties as needed. Performs other janitorial and maintenance duties as required.
5%	Automotive Technician Assistance. Under the guidance of an Automotive Technician, inspects and performs minor automotive adjustments, repairs and maintenance. Assists Automotive Technician with transportation of state vehicles to repair facilities.
	<u>Non-Essential Functions</u>
5%	Other job-related duties within the scope of the classification.
TOTAL	100%

388-680-2029-940

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
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PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
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