



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Field	Park Maintenance Worker I	549-681-6767-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Diablo Range District	Park Maintenance Worker I	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Altamont Sector	Carnegie State Vehicular Recreation Area	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☒ Housing may be required ☐ Housing is not available		Park Maintenance Chief I
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 Chief I (PMC I), the Park Maintenance Worker I (PMW 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. The PMW I estimates needs 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 seasonal maintenance employees or youth corps groups. The PMW I may be assigned to work at other locations throughout the District as needed. The working schedule is Monday-Thursday, 7:00 AM – 5:30 PM. Employees who work to support State Vehicle Recreation Areas (SVRAs) utilize the OHV Trust Fund and are responsible for appropriate use of the fund and to help ensure program transparency, accountability and compliance (TAC) goals are met. 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.		
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	
35%	Facility Maintenance Performs carpentry, painting, 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. Ensures all repairs and tasks are performed with due regard to safety and sensitivity to the resource and meets applicable Federal, State and County codes. Maintains trees, shrubs, lawns, flowers, and native vegetation; when necessary, cleans campgrounds, picnic sites and other public facilities, and collects and disposes of refuse. If required, performs daily inspection of and services water treatment systems; runs tests to ensure compliance with clean water standards in accordance with county, state and federal regulations. Acts as a lead worker and may train less skilled employees or agency work crews in projects and minor repairs. Works with district Natural Resources staff to identify and safely remove hazardous trees. Documents all work performed, keeping accurate records of time and materials used.	
20%	Equipment Operation & Maintenance	

	Inspects, operates, and maintains equipment used in the performance of maintenance activities. Operates 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. Maintains tools, equipment and work areas in a safe, clean and efficient condition. Maintains all State-owned or operated equipment in accordance with manufacturer's recommendations. Performs minor vehicle repairs, daily and monthly inspections, schedules repairs, and maintain records during the periods of use.
15%	Resource Management Be proactive in preserving the natural and cultural resources of the State of California in all assignments and projects. Works cooperatively with District specialists and is mindful of resource preservation in all maintenance activities. Works cooperatively with personnel in other classifications to meet the District's resource management goals and responds immediately to threats of fire, erosion, trespass, or encroachment. Seeks opportunities to promote environmental consciousness and encourages recycling.
15%	Administration and Safety Works with Supervisor in filling out required Project Evaluation Forms and waits for project approval prior to beginning any construction project. Correctly completes all required purchase documents (including Purchase Orders, P-Card and Service Agreements), facility and equipment reports, condition assessments vehicle logs, vehicle safety checklists, timesheets, and other paperwork as necessary and submits them in accordance with deadlines. Accurately completes and submits monthly work orders as required. Participates in mandated safety meetings. Ensures proper use and storage of cleaning supplies and chemicals. Provides all information in support of the MAXIMO program. Participates in applicable training and meetings as required. Attends and participates in tailgate safety meetings, wears appropriate safety equipment for job. Carries out assignments and maintains work areas in accordance with established safe job practices. Wears seat belts during vehicle use. Isolates and/or immediately corrects any problem posing a hazard to visitors or employees. Reports all injuries, even minor ones, to on-duty supervisors as soon as possible. Attends training as required.
10%	Housekeeping Maintains 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.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
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	
Typical work activities involve frequent periods of bending, stooping and lifting. Perform 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:	
Possession of a valid class C driver's license is required. May require heavy physical work including lifting, pushing or pulling. Read, write and understand English.	

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



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20%	Equipment Operation & Maintenance	

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☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible	
SPECIAL REQUIREMENTS:	
Possession of a California Class A or B Driver's License. Proof of eligibility and enrollment in the Department of Transportations (DOT) Drug and Alcohol Testing Program will be Mandatory. May require heavy physical work including lifting, pushing or pulling. Read, write and understand English.	

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