

CALIFORNIA CONSERVATION CORPS
POSITION DUTY STATEMENT

WORKING TITLE OF POSITION: Maintenance Mechanic		REPORTING UNIT NUMBER: 660	
DIVISION/BRANCH OR CENTER: Region 2		LOCATION: Greenwood, CA	
CLASS TITLE: Maintenance Mechanic		POSITION NUMBER: 533-660-6940-XXX	EFFECTIVE DATE:
SUPERVISION EXERCISED			
NUMBER 0-10	DIRECT SUPERVISION CLASSIFICATION Corpsmembers	NUMBER 0	INDIRECT SUPERVISION CLASSIFICATION None

Effective on the date indicated, the employee performs the following duties and responsibilities assigned to the above position:

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

Under the general direction of the Administrative Officer, at the Greenwood Center, and in collaboration with the Departmental Construction and Maintenance Supervisor (at Sacramento Headquarters) regarding the technical aspects of trades, crafts, facility maintenance and green initiatives, the Maintenance Mechanic performs the duties and responsibilities listed below assigned to the position above.

Special Requirement: Incumbent must possess a valid California State Driver's License to be able to drive state vehicles.

Relative Time
Required

35% Facilities Maintenance

Inspect, maintain, troubleshoot and repair all building systems and grounds; including but not limited to, plumbing, electrical, heating, A/C, painting, water, irrigation, landscape, sewer, storm drain systems; repair commercial kitchen equipment, laundry appliances, and power tools. Respond to emergency calls in order to mitigate emergency conditions threatening the health and safety of staff, corpsmembers, public, state facilities and grounds. Maintain assigned tools and equipment in proper working condition and secure storage. This work may require overtime hours, working extended schedules including weekends and holidays.

25% Facilities Administration

Prepare estimates, write scopes of work, make phone calls and direct work of contractors and service providers; monitor service contracts, special repairs projects, and inspect work for quality and completeness; attend various facility related trainings. Organize and maintain records, files, and technical listings on equipment, tools, and products using programs such as Microsoft Office, Word, Excel, etc. Monitor and report

facilities energy, water, and greenhouse gases. Track and review all building systems in an effort to find energy and resource savings and reduce greenhouse gases. Maintain and review maintenance records, warranties, Operations & Maintenance manuals, State Fire Marshall inspection reports, environmental inspection reports, and required permits. Act as center lead person responsible for the care, maintenance, and disposition of State Property items.

25% Vehicle Operations

Responsible for the coordination of vehicle operations including safety equipment and maintenance; schedule and take all vehicles in for repair and preventative maintenance; order and maintain all vehicle related forms and records, including monthly reporting of mileage and expenses; act as a liaison for Office of Fleet Administration's Fleet Inspector or California Highway Patrol (CHP) Terminal Inspection Officer, if so directed by the Administrative Officer; know and understand all vehicle requirements as they relate to CCC operations.

10% Corpsmember Direction

May lead and direct an in-center Corpsmember crew assigned under them, including assigning tasks to be performed, tracking labor and time, and completing monthly performance evaluations.

5% Promote Diversity, Equity, and Inclusion

Participate in professional development trainings, as well as tasks, trainings, and activities that support programmatic and workplace diversity, equity, and inclusion.

I have read and discussed these duties with my supervisor.

Employee Signature	Date
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I certify that this duty statement accurately represents the duties and responsibilities of the position.

Supervisor Signature	Date
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