

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT Redwood City Area		DIVISION Golden Gate Division		
CIVIL SERVICE CLASSIFICATION TITLE Maintenance Worker		BARGAINING UNIT R12	TENURE Permanent	TIME BASE Full-Time
POSITION NUMBER 388-330-2029-001		CURRENT DATE 08/22/2024		
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 Field Support Sergeant, the Maintenance Worker is responsible for (1) operating, making automotive and electrical adjustments and repairs, inspecting and keeping records on a fleet of motor vehicles; (2) performing janitorial duties; and (3) conducting general grounds maintenance work; and to do other related work for the Redwood City Area.

SUPERVISION RECEIVED

The Maintenance Worker reports directly to and receives the majority of their assignments from the Field Support Sergeant. However, direction and assignments may also come from the Lieutenants and/or Captain.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

Works outdoors in open environment as well as indoors in a climate controlled building. Incumbents are required to lift and carry tires up to 60 pounds in weight; and work in varying, and some times extreme, temperatures.

SPECIAL PERSONAL CHARACTERISTICS

Well organized with attention to detail; ability to multi-task; ability to follow written and oral instructions; strong interpersonal and communication skills; ability to work independently; excellent attendance; computer skills.

PERCENTAGE OF TIME PERFORMING DUTIES

Essential Functions

55%

Cleans and waxes floors; vacuums rugs and carpets; cleans, dusts, and polishes cabinets, furniture and woodwork; empties and cleans waste receptacles; cleans stairways, hallways, restrooms, office, and lobbies; assists in moving and arranging furniture and equipment; polishes metalwork; refills lavatory supply dispensers; clean/dust light fixtures; replaces light globes and tubes. Clean ceilings and air ducts. Clean walls of marks, dirt, and foreign objects. Clean/dust venetian blinds. Clean windows. Sanitize restrooms/locker rooms as warranted. Clean kitchen and surface of vending machines. Straighten and arrange tables, chairs, benches, cups and articles of clothing so that they present a neat and orderly appearance. Organize CHP handouts located in the front lobby area. Remain alert for trash, dirt, or items in disarray, and correct these discrepancies immediately. Performs additional janitorial duties as needed. Report any facility repairs and maintenance needed beyond their abilities.

Washes windows, waters and maintains ornamental plantings in and around buildings and parking areas;mows and trims lawns; maintains parking areas; cleans sidewalks. Performs routine maintenance and repairs on the Area office and surrounding grounds. Keep fueling station clear of hazardous conditions. In/outdoor facility repairs and touch up painting done on a regular basis. Sweeps/cleans sidewalks and parking areas. Irrigate and cultivate as necessary to maintain office landscaping and indoor plants.

Raise the flags in the morning and lower them at the close of business.

40%

Checks motor vehicle maintenance schedule records and delivers motor vehicles to service stations and garages for necessary maintenance and repair; reviews repair invoices for completion of job order and correct total charges; keeps records of vehicle repair and maintenance; requisitions and maintains inventories of automotive supplies; makes automotive and electrical adjustments and repairs; cleans interior and washes motor vehicles;writes reports. Cleans any greasy spots, etc. as soon as possible to eliminate the possibility of injuries to personnel while servicing patrol vehicles. Fill vehicle fire extinguishers. Automotive activities are to be coordinated through the Area Automotive Technician.

Non-Essential Functions

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5%	Perform other duties as assigned.
TOTAL	100%

The duties of this position are subject to change and may be revised as necessary. I have read and understood the duties listed above and I can perform these duties with or without reasonable accommodation. I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
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I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
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