

## DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

|                                                                                                                     |                                                                                                 |                                                           |                           |                                     |
|---------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-----------------------------------------------------------|---------------------------|-------------------------------------|
| COMMAND/ORGANIZATIONAL UNIT<br>Needles Area                                                                         |                                                                                                 | DIVISION<br>Inland                                        |                           |                                     |
| CIVIL SERVICE CLASSIFICATION TITLE<br>Maintenance Worker                                                            | BARGAINING UNIT<br>R12                                                                          | TENURE<br>Permanent                                       | TIME BASE<br>Intermittent | INTERMITTENT HOURS PER MONTH<br>102 |
| POSITION NUMBER<br>388-834-2029-952                                                                                 |                                                                                                 | CURRENT DATE<br>09/03/2026                                |                           |                                     |
| DESIGNATED POSITION FOR CONFLICT OF INTEREST<br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | CONFIDENTIAL DESIGNATION<br><input type="checkbox"/> YES <input checked="" type="checkbox"/> 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 cleaning and maintaining the interior and exterior of the facility for the Needles Area Office. The Maintenance Worker (MW) will also assist the Area Automotive Technician II on a limited basis with minor repairs to state owned vehicles.

### SUPERVISION RECEIVED

The Maintenance Worker reports directly to and receives the majority of their assignments from the Administrative Sergeant. However, direction and assignments may also come from the Area Commander and all Area Sergeants.

### SUPERVISION EXERCISED

N/A

### WORKING CONDITIONS

### SPECIAL PERSONAL CHARACTERISTICS

Willingness to adhere to all policies, procedures, rules, and regulations of the California Highway Patrol.

| PERCENTAGE OF TIME PERFORMING DUTIES |                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                      | <b><u>Essential Functions</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 40%                                  | Mopping/waxing floors, vacuuming carpets, emptying and cleaning waste receptacles, washing windows, cleaning all rooms within the interior and of the facility, including window sills, blinds, furniture, equipment, daily cleaning of restrooms, and re-supplying of all paper products and soap. Cleans exterior of building, including the parking lots, sidewalks, fuel bays, and car ports. Requisitions and maintains inventory of janitorial supplies. |
| 30%                                  | Changes heating ventilation and air conditioning filters, change water filters, replace ballasts and fluorescent bulbs, move furniture and supplies. Maintains landscape by mowing, trimming, weeding, minor tree trimming, maintaining ornamental plantings and irrigation equipment.                                                                                                                                                                         |
| 25%                                  | Assists the Area Automotive Technician II on a limited basis with minor repairs to state owned vehicles, reviews repair invoices for accuracy, maintains records for vehicle repairs and maintenance, and cleans patrol vehicles. Drives Area's motor vehicles to repair facilities for necessary maintenance and repairs. Requisitions and maintains inventory of automotive supplies under the direction of the Area Automotive Technician.                  |
|                                      | <b><u>Non-Essential Functions</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 5%                                   | Performs other duties within the scope of the classification, as assigned.                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>TOTAL</b>                         | 100%                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

388-834-2029-952

|                       |                      |      |
|-----------------------|----------------------|------|
| PRINT EMPLOYEE'S NAME | EMPLOYEE'S SIGNATURE | DATE |
|-----------------------|----------------------|------|

|                         |                        |      |
|-------------------------|------------------------|------|
| PRINT SUPERVISOR'S NAME | SUPERVISOR'S SIGNATURE | DATE |
|-------------------------|------------------------|------|