

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT Hanford Area		DIVISION Central Division			
CIVIL SERVICE CLASSIFICATION TITLE Maintenance Worker		BARGAINING UNIT R12	TENURE Permanent	TIME BASE Intermittent	INTERMITTENT HOURS PER MONTH 120
POSITION NUMBER 388-420-2029-952		CURRENT DATE 04/01/2026			
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 all necessary duties to ensure the cleanliness of the facility and surroundings by performing janitorial, landscaping, and grounds keeping duties for the Hanford Area. The Maintenance Worker will also assist the Automotive Technician II in maintaining departmental 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.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

Willingness to work at night.

PERCENTAGE OF TIME PERFORMING DUTIES

Essential Functions

60% Ensures a clean and safe working environment by performing janitorial duties including, sweeping, vacuuming, shampooing, mopping, waxing, and buffing floors; cleans, dusts, and polishes cabinets, desks, furniture and other surface. Empties was receptacles, cleans walls, windows and blinds; cleans and maintains restrooms, including mirrors,. toilet bowls, urinals, wash basins, refills lavatory supply dispensers, and cleaning counters; assisting in moving and arranging furniture and equipments, replaces light globes and tubes as needed; maintains and orders janitorial suppliers.

25% Ensures the facility and surrounding state property is kept neat, clean and in good repair by performing general grounds maintenance duties. Mows, prunes, trims, waters and maintains plants; keeps the parking lot free of debris and sweeps walkways; and maintains records for facility and grounds repairs.

10% Assits the Automotive Techncian II, on a limited basis; inspects, removes, rotates, mounts and balances tires. Intentionories and stacks tires on shelves. Assists with transportation of vehicles to repair facilities. Reviews repair notices to ensure comoletion of job orders and makes corrections as neccessary. Maintains records of vehicle repairs and maintenance. Prepares requisitions and maintains inventories of automotive supples. Makes minor automotive adjustments or minor repairs. Cleans interior and exterior of vehicles.

Non-Essential Functions

5% Other job-related duties as required and/or assigned within the scope of the classification.

TOTAL 100%

388-420-2029-952

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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PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
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