



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Facilities and Development	Park Maintenance Worker I	549-802-6767-009
DISTRICT/HQ SECTION	WORKING TITLE	CBID
District Facilities Management	Park Maintenance Worker I	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
ADA Maintenance Program	McClellan, CA	
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 supervision of the Park Maintenance Chief I, the Park Maintenance Worker I (PMW I) is assigned to the District Facilities Management Accessibility Compliance Program. The PMW I will act as lead worker on remote accessible trail construction and maintenance projects to ensure department compliance with Tucker Consent Decree in accordance with department goals. This will include performing heavy manual labor in difficult terrain and weather conditions, perform, lead, and train others in skilled and semiskilled structural and facility maintenance and repair work, ensuring safe work practices are implemented and followed on the project, establishing and overseeing remote work "Spike" camps, performing administrative duties such as record keeping, project tracking, purchasing, monthly reporting, project development and planning. Work schedule will be 7:00AM to 5:30PM, Wednesday-Wednesday. The primary reporting location for this position is 4940 Lang Ave., McClellan, CA 95652.		
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 Perform, train, and lead others in skilled construction techniques specific to construction and maintenance of ADA compliant facilities. Construct retaining walls, elevated turnpike, drain Lense, pedestrian puncheons, boardwalks, and bridges. Plan and oversee advanced rigging operations. Oversee brushing and tree falling operations. Conduct Facilities Condition Assessments as directed, keep records, and prepare material lists for budget and purchasing requirements. Assure that quality and quantity standards are met, safe job practices are followed.	
30%	Lead Person Responsibility Provides daily leadership of seasonal and permanent intermittent employees and oversee projects with CCC and other nonprofit youth corps support. Develop work plans, assign daily and weekly tasks, ensure crews are staying on task, and projects are staying on schedule. Conduct daily tailgate safety meetings, ensure project sites are following program Injury & Illness Prevention Program (IIPP). Ensures the end of moth reporting and cyclical reports are completed and submitted. (i.e. VUR and WEX, TECs, Tempo, Daily logs) Communicate with supervisors directly if safety or behavioral concerns are observed. Oversee "spike" camp operations, develop camp chore list, coordinate communal meals, uphold standard of cleanliness to comply with health and safety standards and prevent resource damage.	
20%	Administrative	

	Maintain and prepare records and reports. Assemble project binders with pertinent information specified in program's Project Binder Guidelines, maintain records of project documents pertaining to planning and development, purchasing, progress, and photos for project close out reports in SharePoint. Perform purchasing for projects using P-Card, Purchase Orders, and 285's utilizing the guidelines and regulations consistent with Department Administrative Manual and purchasing practices. Actively participate in staff meetings, attend seminars, classes, training, and meetings required to complete job assignments. Read and stay current with departmental and district policy, rules, regulations and procedures.
10%	Resource Management, Real Property, Equipment Maintenance Assist and planning, coordination, and review of environmental resource protection and real property activities. Learn to identify hazardous plants, insects and animals and their proper control measures. Be sensitive to the protection of natural and historical resources from wildfire, erosion, trespass and other adverse activities. When necessary, complete documentation for and adhere to CEQA, ADA and 5024 requirements. Operate light vehicles such as half-ton pickup trucks; one-ton stake side trucks; small tractors and mowers, and larger equipment such as wheel tractors, in a safe manner consistent with applicable rules and regulations. Complete monthly inspections, perform minor repairs, schedule repairs and servicing, maintain logs and records to all vehicles, including tractors, gators, and electric vehicles. Ensure small equipment such as lawn mowers, chain saws, line trimmers, power mowers, and generators are kept clean and in top running condition. Operate only the vehicles, equipment, and tools that you have been trained to operate.
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	
This job includes the ability to perform a variety of heavy manual labor work to restore and maintain state park resources and facilities, and requires working outdoors in inclement weather conditions, smoky conditions related to prescribed fire, hiking over uneven and steep terrain, and carrying heavy loads. This position will work nights, weekends, and odd hours and overtime in accomplishment of assigned tasks. This position will spike camp at work sites throughout the state. Remote work locations, 8- or 10-day work assignments, overnight travel and spike camps are expected.	
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. This position is required to work at other locations throughout the state as assigned based on operational needs. This position requires extensive travel and long-term project coordination at any State Park.	

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