



State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central	Park Maintenance Worker I	549-739-6767-004
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Central Valley District	PMWI	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
San Joaquin Sector	Millerton Lake SRA	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required		Park Maintenance Chief I
☒ Housing is not available		
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☒ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
Under the general direction of the Park Maintenance Chief I, the Park Maintenance Worker I (PMWI) performs skilled maintenance and repair work. The PMWI will lead and train small crews of seasonal employees and volunteer groups CCC crews, Inmate labor, and court referral crews. The duty station and assignments for the PMW I may be rotated between the North and South Shore operations. The reporting location for this position will be the Maintenance Yard on the South Shore of Millerton Lake State Recreation Area, in Friant, California.		
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	
30%	FACILITIES MAINTENANCE Performs carpentry, electrical, plumbing, masonry and miscellaneous repairs to buildings, miscellaneous structures, sewage, and electrical systems throughout the park. Performs grounds care to care for the turf and planted areas. Mows, prunes, trims, and removes vegetation as necessary. Operates, monitors, and repairs the irrigation systems as necessary. Performs repairs to water treatment and sewage facilities in relief and assistance to the Water and Sewer Plant Supervisor. Repairs and maintains multi-use trails throughout the district. Directs and leads various crews in the repair, maintenance, and care of trails. Performs road and parking area maintenance and repairs.	
25%	FACILITIES HOUSEKEEPING Perform and direct work that ensures a high standard of cleanliness to campsites, picnic sites, grounds, permanent and portable restrooms, offices, shop buildings, roads, parking areas and aquatic areas and facilities. Operate the sewage pumper truck.	
20%	EQUIPMENT OPERATION AND MAINTENANCE Operates, cleans, and may perform minor service and repair on light equipment and tools. Operates vehicle and equipment for which training has been provided and/or appears on the equipment operator card. Performs minor equipment repairs and service and keeps equipment in good repair and condition.	
15%	ADMINISTRATION	

	Orders and purchases supplies, materials, equipment, and tools. Complete reports and necessary paperwork. Conducts safety meetings and trains seasonal employees in safe practices. Inspect facilities for cleanliness and necessary repairs. Works in conjunction with all staff to ensure the best customer service possible.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	AQUATIC SERVICES Relocate docks, ramps, buoys, and floating restrooms as water level fluctuates in the reservoir. Operates the state barge/boat in the performance of the aquatic 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		
Work outdoors in various types of weather; work in unpleasant conditions (e.g., bad weather, around sewage). Work in hazardous situations (e.g., around raw sewage, chemicals). Works at elevated heights or near fast moving machinery and/or vehicle traffic.		
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 is required. Ability to perform manual labor (e.g., digging, trenching, lifting, carrying, loading) Requires repetitive movement of heavy objects. Ability to walk across uneven terrain in both uphill and downhill conditions to perform the duties associated with the job. Stand for long periods of time (up to 2 hours) to perform the duties associated with the job. Read, write, and speak in a clear and concise manner. Develop practical solutions to problems to make sound decisions. Perform basic mathematical computations associated with assigned duties. Make sound decisions given available information and situational parameters. Skill to utilize measurements (e.g., tsp, tbsp, quart) to measure, mix and apply various chemical solutions.		
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