



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Division	Park Maintenance Worker I	549-925-6767-002
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Orange Coast District	Park Maintenance Worker I	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Facilities Development / Districtwide	District Headquarters- San Clemente	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Park Maintenance Chief III
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 supervision of the Park Maintenance Chief III, the Park Maintenance Worker I will perform skilled and semiskilled structural and facility maintenance and repair work throughout the district compound and residence area on a wide variety of park facilities, including buildings, systems, grounds, roads and trails; estimates and purchases materials and supplies; keeps tools and equipment in good condition; keeps records and prepares reports as required. Loads and unloads trucks or common carriers and transports materials to park units within the district, either by hand or the use of powered or nonpowered material handling equipment, assist in receiving, unpacking and checking incoming materials against invoices or bills of lading, palletizes, stocks and restock shelves and bins. Keep floors and areas clean and orderly. The incumbent may lead and train a crew of maintenance employees. The schedule for this position is Monday to Friday from 7:00 AM to 3:30 PM. The reporting location for this position is the District Headquarters of the Orange Coast District located in San Clemente.		
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	
40%	Facility Maintenance Perform carpentry, painting, electrical, plumbing, masonry, roofing and other work in the maintenance, repair and construction of a wide variety of park facilities, utility systems, roads, trails and other miscellaneous facilities. Ensure all repairs and tasks performed with due regard to safety and sensitivity to the resource and meet applicable Federal, State and County codes. Maintain trees, shrubs, lawns, flowers, and native vegetation; when necessary, clean campgrounds, picnic sites and other public facilities, and collect and dispose of refuse. Acts as a lead worker and may train less skilled employees or agency work crews in projects and minor repairs. Document all work performed, keeping accurate drawings and records of time and materials used.	
20%	Resource Management	

	Be proactive in preserving the natural and cultural resources of the State of California in all assignments and projects. Work cooperatively with District specialists and be mindful of resource preservation in all maintenance activities. Work cooperatively with personnel in other classifications to meet the District's resource management goals and respond immediately to threats of fire, erosion, trespass, or encroachment. Seek opportunities to promote environmental consciousness and encourage recycling.
20%	Equipment Operation & Maintenance Inspect, operate and maintain equipment used in the performance of maintenance activities. Operate power tools, light trucks, utility vehicles, and various maintenance vehicles and equipment including, but not limited to: power tools, chain saws, portable pumps, post hole diggers, sewer augers and generators in the performance of assigned duties. Maintain tools, equipment and work areas in a safe, clean and efficient condition. Maintain all State-owned or operated equipment in accordance with manufacturer's recommendations. Perform minor vehicle repairs, daily and monthly inspections, schedule repairs, and maintain records during the periods of use.
15%	Administration & Housekeeping Work with Supervisor in filling out required Project Evaluation Forms and waits for project approval prior to beginning any construction project. Accurately complete and submit all required water treatment reports/logs. Correctly complete all required purchase documents (including Purchase Orders, CalCard and Service Agreements), vehicle logs, vehicle safety checklists and timesheets and submit them in accordance with deadlines. Accurately complete and submit monthly work orders as required. Participate in mandated safety meetings. Ensure proper use and storage of cleaning supplies and chemicals. Complete attendance reports, facility and equipment reports, condition assessments and other paperwork as necessary. Provide all information in support of the MAXIMO program. Participate in applicable training and meetings as required. Maintain the highest standards of cleanliness on all park facilities. Ensure the cleanliness, organization, and serviceability of historic buildings, public use areas, toilets, shops, sweep and maintain roads, service and employee areas by performing and/or directing litter pick up, vehicle washing, refuse collection/disposal and cleaning activities.
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	
Typical work activities involve frequent periods of bending, stooping and lifting. Perform indoor and outdoor work often in inclement weather. May have extensive exposure to dirt, dust, fumes, unpleasant odors and/or loud noises. May work in remote locations.	
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 California Class "C" Driver's License. May require heavy physical work including lifting, pushing or pulling. Read, write and understand English.	

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