



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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Facilities and Development Division	Park Maintenance Worker I	549-802-6767-002
DISTRICT/HQ SECTION	WORKING TITLE	CBID
District Facilities Management	Park Maintenance Worker I	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
ACU Crew / ADA North	McClellan	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required		Park Maintenance Chief III
☒ 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 supervision of the Park Maintenance Chief III, the Park Maintenance Worker I performs skilled and semi-skilled facility maintenance and facility modifications in a State Park. The position performs work in the completion of accessibility barrier and removal projects as directed by the Department's Transition Plan to comply with the American with Disabilities ACT (ADA). The reporting location for the position will be 4940 Lang Ave Bay G McClellan, CA 95652. February thru November, the incumbent's work schedule will be Monday through Thursday from 6:00am to 4:30pm. During the months of December and January, the incumbent's schedule will be Monday through Friday from 7:00am to 3:30pm.		
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%	Provides on-site leadership to the crew as a lead worker. Regularly conducts safety meetings. Monitors project sites to ensure a safe work environment. Observes and monitors projects and evaluates staff.	
30%	Leads in skilled work in masonry, concrete, carpentry, electrical, plumbing, and any additional skills needed to complete a wide variety of projects. Additional tasks include site layout, digging trenches, carrying and stacking materials, installing utility systems, repairing road surfaces, striping parking areas, painting, roofing repairs, repairing grass surface areas, building trails, installing park furniture and signs, installing drinking fountains and water stations, and assist with site clean-up.	
25%	Ensures that all tools, equipment and work sites are in proper and safe working condition for the day's scheduled task. Ensures all hazards, malfunctions and repairs are corrected in a timely manner. Assists with inspections of the unit's equipment to ensure proper operation and maintenance. Monitors employees in the safe operation and servicing of tools and equipment.	
10%	Performs administrative duties such as timesheet, purchase documents, P-Cards, travel reimbursement forms, safety meeting forms and work logs. Participates in training programs and other duties as required.	
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		
In an outdoor park location or a warehouse setting.		
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. The incumbent travels with his/her crew primarily to parks in the Northern part of the state. Is knowledgeable of employees' rights and responsibilities. Demonstrates standards of leadership and professional conduct in leading staff and interacting with other park personnel. Displays a general knowledge in the safe use and storage of tools and materials. 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