



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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field	Park Maintenance Worker II	549-915-6768-002
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Angeles District	Park Maintenance Worker II	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Santa Monica Bay	Trippet Ranch 20828 Estrada Rd. Topanga, CA 90920	
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		
The Park Maintenance Worker II works under the supervision of the Park Maintenance Chief I. The position may be required to work at other locations throughout the district as assigned and based on operational need. The Park Maintenance Worker II will be involved with all aspects of the Santa Monica Bay Sector facility maintenance program and will serve as sector lead on maintenance responsibilities. This is a uniformed position, and the incumbent will adhere to all uniform and grooming guidelines for the classification. The work schedule will be Wednesday through Saturday, 6:00 am to 4:30 pm.		
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	
45%	FACILITY MAINTENANCE AND SYSTEM OPERATION Repair and maintain facilities, roads and miscellaneous structures as required. Maintain campgrounds, day use, parking lots, trails and interpretive displays. Plan and coordinate maintenance projects with the Park Maintenance Supervisor and purchase materials and equipment needed to complete projects and assist with MAXIMO and participate in the annual facility condition assessments. Recommend correction or repairs to facilities and compile data, work with facility maintenance program records when assigned and perform skilled and semi-skilled maintenance and repair tasks including all phases of carpentry, plumbing, natural gas, propane systems, electrical installation and repair, welding, painting, roofing, HVAC, drywall construction, masonry and foundation repair, cement work and other skilled areas. Ensure all work is done with the building code, ADA, and complies with all regulations. Wash vehicles and keep work areas organized, clean and safe, and when necessary, perform routine facility housekeeping functions including cleaning of public restrooms and emptying trash cans, BBQ, and fire ring ashes, and litter pick up. Keep assigned tools and equipment in neat, clean and operable condition.	
25%	FACILITY HOUSEKEEPING Lead permanent and seasonal employees, and work crews in routine housekeeping. Perform routine facility housekeeping functions, including cleaning of public restrooms, picnic areas, campgrounds, parking lots, and other public-use or non-public use facilities. Keep day-use clean and litter free and empty trashcans. Ensure all facilities are maintained in a neat and orderly	

	condition. Purchase housekeeping supplies, materials, and equipment as needed and maintain housekeeping supply's inventory and orders in compliance with Department policies as well as the District Injury and Illness Prevention Program. Wash vehicles and keep work areas organized, clean and safe.
20%	EQUIPMENT MAINTENANCE AND OPERATION Operate all types of power equipment necessary to accomplish maintenance tasks. Equipment includes but is not limited to trucks, light vehicles, chain saws, radial saws, drill presses, grinders, electric welder, cutting torch, sprayers of all types, mowers, and equipment. Operate and perform minor maintenance and routine inspections on assigned vehicles, trailers, equipment, and power tools. May include changing the oil and filters and lubricating the chassis, replacing lights, wiper blades, hoses and belts to ensure they are in proper safe working order. Clean hand tools and maintain them in good condition. Operate power tools, heavy and light equipment including trucks, utility vehicles, tractors, skid steers, loaders, and various maintenance vehicles and equipment including chainsaws, portable pumps, posthole diggers, sewer augers, wood splitters, brush chippers, and stump grinders. Ensure compliance with California Highway Patrol BIT Program.
10%	ADMINISTRATION Develop and maintain various spreadsheets used for budgeting, expenditure tracking and inventory management. Use data from MAXIMO to create reports, help with the data entry, maintenance and development of the MAXIMO program for the area. Enter VURS and Actuals for work orders. Create and modify Job Plans and PM's (preventive maintenance plans) in the system so that work orders can be generated in MAXIMO. Provide leadership, training and orientation for seasonal personnel. Participate in recruitment and hiring of seasonal Park Aid staff, monitor monthly and yearly work schedules of approved maintenance projects at units, as required. Purchase tools and materials for assigned projects in conformance with Department procedures utilizing fiscal. Complete vehicle logs, vehicle safety check lists and attendance reports. Participate in applicable training and Sector meetings as required. Maintain professional communication with other Sector and District personnel in relation to the Equipment Maintenance Program, Water System Program, Administrative Services, and District safety program in a professional courteous manner.
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	
Will walk on uneven surfaces and navigate stairs. Will work in outdoor conditions in hot or cold temperatures and in inclement weather. May have extensive exposure to dirt, dust, fumes, unpleasant odors and/or loud noises. Typical work activities may involve office and desk work as well as field visits, hiking to sites, working outdoors in all types of weather, altitudes, and seasons. Must be willing to work weekends, nights, and holidays as necessary.	
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 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