



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field	Park Maintenance Worker I	549-915-6767-002
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Angeles District	Park Maintenance Worker I	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Santa Monica Bay	Trippet Ranch 20828 Estrada Road 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 Angeles District is responsible for 25 of California State Park's units and sub-units and serves ones of the most diverse and populated areas of California. Under the supervision of the Park Maintenance Chief I, the Park Maintenance Worker I will perform skilled and semiskilled structural and facility maintenance 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. May lead and train a crew of maintenance employees. The work schedule is Sunday through Thursday 7:00 am – 3:30 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	
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. If required, follow established procedures to perform daily inspection of and service water treatment systems; run tests to ensure compliance with clean water standards in accordance with county, state and federal regulations. Acts as a lead worker and may train less skilled employees or agency work crews in projects and minor repairs. Work with district Natural Resources staff to identify and safely remove hazardous trees. Document all work performed, keeping accurate drawings and records of time and materials used.	
20%	Resource Management Perform general landscaping tasks such as planting, weeding, cultivating, irrigating, pruning, mowing, raking, and removal of dead or unwanted vegetation. Maintain trees, shrubs, turf grasses, and native and non-native vegetation in accordance with horticultural best practices. Sweep and maintain roads and trails. Identify and take corrective action on landscape issues such as poor drainage, soil erosion, pest management issues, etc. Perform wildfire preventative	

	maintenance. Work cooperatively with District specialists and personnel in other classifications to meet the District's resource management goals, such as identifying and safely removing hazard trees. Respond immediately to threats of fire, erosion, trespass, or encroachment. Seek opportunities to promote environmental consciousness.
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.
10%	Administration Assist Park Maintenance Supervisor in filling out required Project Evaluation Forms and wait 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.
5%	Housekeeping 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	
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